

The Corporation of the Township of North Huron

By-law No. 38-2024

A by-law to adopt a Flag Protocol Policy for the Corporation of the Township of North Huron.

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Printing Date: May 22, 2024

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**The Corporation of the Township of North Huron**

**By-law No. 38-2024**

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**Being a by-law to adopt a Flag Protocol Policy for the Corporation of the Township of North Huron**

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WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 224 of the Municipal Act, 2001 as amended, states it is the role of Council to develop and evaluate the policies and programs of the municipality;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it expedient to adopt a Flag Protocol Policy;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Flag Protocol Policy attached hereto as Schedule "A" is hereby adopted and shall form an integral part of this by-law.
2. That By-law No. 100-2021 and all previous by-laws in conflict with the provisions of this by-law shall be hereby repealed.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 21<sup>st</sup> day of May, 2024.

Read a third time and passed this 21<sup>st</sup> day of May, 2024.

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Paul Heffer, Reeve

CORPORATE SEAL

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Carson Lamb, Clerk

# Township of North Huron

## Flag Protocol Policy



## 1. Purpose

The Corporation of the Township of North Huron recognizes the symbolism of displaying flags as a visual statement that speaks to the solidarity that is shared by all citizens. This policy allows the municipality to honour individuals and recognize significant efforts of groups and organizations within the community.

The Township of North Huron has flags on display at several facilities and locations throughout the municipality. This policy is to be used to establish the etiquette for flying of flags and the lowering of flags in relation to flags on display at municipal facilities. This policy will provide a framework to ensure that flags in the Township are flown and displayed in an appropriate and consistent manner.

## 2. Scope

This policy applies to all flags flown and displayed at Township facilities and spaces in North Huron. The Clerk's Department will oversee the functional aspects of this policy in accordance with direction from this policy and Council.

## 3. Policy

### 3.1. Flags at Township Facilities and Spaces

Subject to the number of available flag poles, priority should be given to the following flags in the following order:

1. The National Flag of Canada
2. The Provincial Flag of Ontario
3. The Municipal Flag of the Township of North Huron
4. Alternate Flags

Flags shall be displayed in accordance with the Position of Honour Etiquette of the National Flag of Canada as established by the Government of Canada.

### 3.2. Flag-Raising of Alternate Flags

(a) Alternate Flags will be raised at the direction of Council:

- As a gesture of respect and friendship, the Township of North Huron will fly the appropriate flag on the occasion of a visiting dignitary for the duration of the visit.
- For groups and organizations whose mandates, programs or activities:
  - Are directly related to the Township of North Huron by way of a relevant funding or partnership agreement; or

- Correspond with relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof.
- (b) The Township will not fly alternate flags of groups or organizations whose undertakings or philosophy are contrary to the Township of North Huron's policies or by-laws, espouse hatred, violence, or racism, or are politically or religiously motivated or represent other individual conviction.
- (c) Alternate flags will be flown on additional flagpoles or by replacing the Township of North Huron Flag. The Flag of Canada must always be flown or displayed at all Township facilities and spaces, and shall not be replaced for an alternate flag. No more than one flag shall be flown on a single pole.
- (d) The preferred location for flag-raising of alternate flags shall be the North Huron Municipal Office, however alternate locations may be considered.
- (e) Groups or organizations requesting a flag-raising:
  - Are required to submit their request to the Clerk's Department on their group's/organization's official letterhead at least three (3) weeks prior (but not earlier than one year in advance) to the date of the requested flag-raising;
  - Must provide the Clerk's Department with the appropriate alternate flag; such flags can be flown annually; however, a new request must be submitted by the requestor each year.
  - Must provide the Clerk's Department with a flag created specifically to represent their event; a national flag will not be flown to represent an event.
  - Must outline the requested duration of the flag-raising up to a maximum of one (1) month of the year, and must outline the requested location of the flag.
  - Shall be aware that if multiple requests are received from different groups or organizations for the same time period, the Clerk's Department may recommend alternate locations for the groups and organizations not given priority at their preferred location. North Huron Council shall determine priority for conflicting flag-raising.
- (f) The Clerk is hereby delegated the authority to approve alternate flag raising requests in circumstances where the request has been approved previously by the Council of the Township of North Huron.

### 3.3. Half-Masting of Flags

- (a) The half-masting of flags is an act of honour expressing a collective sense of sorrow shared by all citizens. The Township of North Huron will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion.

- (b) It will be the policy of the Township of North Huron to lower all flags to half-mast out of respect for the loss of life of:
- The Sovereign
  - The Sovereign's Immediate Family
  - Current and former Governors General of Canada
  - Current and former Prime Ministers of Canada
  - Current Lieutenant Governor of Ontario
  - Current Premier of Ontario
  - Current Member of Parliament, or Member of Provincial Parliament
  - Current Reeve or Member of Council
  - Former Heads of Council
  - Current employees of the Township of North Huron
  - On duty members of the Canadian Forces who reside in the Township of North Huron
  - On duty Officers of the Ontario Provincial Police – Huron Detachment, who die in the line of duty or by reason of the position they occupy
- (c) Flags shall be flown at half-mast annually on:
- National Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
  - National Day of Truth and Reconciliation (September 30)
  - Remembrance Day (November 11)
  - National Day of Remembrance and Action on Violence Against Women (December 6)
- (d) The flags will be lowered in accordance with this policy, or in extraordinary circumstances or in circumstances not identified herein, at the direction of Council. In the event that Council is not available to consider the half-masting of flags for extraordinary circumstances or in circumstances not identified herein, the Reeve will have the delegated authority to decide on the half-masting of flags.
- (e) When flags are flown at half-mast, the Clerk's Department will communicate via appropriate means to the public, the reasoning for the lowering of the flags.
- (f) Flags shall be flown at half-mast from the time of notification of death until sunset on the day of the funeral or memorial service of:
- (g) In the event of multiple flags being flown in the same location, all flags will be flown at half-mast in accordance with this policy.
- (h) Where there is no funeral or memorial service planned to take place, the half-masting of flags shall occur on the date of notification of the death up to a maximum of three (3) days, unless authorized for a longer period of time at the discretion of Council.

- (i) The Clerk's Department will coordinate the half-masting of the flags with the Director of Public Works and Facilities.

### 3.4. Disposal of Flags

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be disposed of in a dignified manner.

### 3.5. Discretionary Provisions

The Council of the Township of North Huron shall have complete discretionary authority related to the raising and/or lowering of flags on municipal property and any other provisions of this policy.