



Township of South-West Oxford

Corporate Policy Manual

Flag Protocol for South-West Oxford Township Owned Properties	
Section: Administration	Number:
Version: 1.0	Review Frequency: Every 5 years.
Approved by: Township Council	Approval Date: April 16 th , 2024
Application: This policy applies to all township-owned properties.	
Notes:	

Purpose

The purpose of this policy is to establish clear guidelines to govern the flag(s) that will be raised, displayed, and half-masted on township-owned properties to ensure Township practices are exercised consistently and appropriately.

Definitions

“**Department of Canadian Heritage**” shall mean the department of the Government of Canada that has roles and responsibilities related to initiatives that promote and support Canadian identity and values, cultural development, and heritage, including, but not limited to official etiquette for displaying the National Flag of Canada.

“**Flag**” means a piece of cloth (usually rectangular) of distinctive colour, design, emblem or symbol to represent nations, provinces, states or municipalities. “Flag” is also used to describe a banner which looks like a flag bearing a symbol, logo, slogan or other message to represent charitable or non-profit organizations but does not have a flag status.

“**National Flag of Canada**” shall mean the flag approved by the Parliament of Canada as a national symbol of Canada.

“**Provincial Flag of Ontario**” shall mean the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

“**Township**” shall mean The Township of South-West Oxford.

“**Township of South-West Oxford Official Flag**” shall mean the flag adopted by the Township of South-West Oxford Council as a symbol of the municipality and displaying the Township of South-West Oxford Logo.

General

This policy shall be administered by the Clerk's Department of the Township.

This policy shall be referred to as the "Township's Flag Policy".

This policy shall come into force and effect on the date it is adopted by the Township Council.

Policy Details

1.0 Scope

1.1 This policy applies to all flags flown by the Township of South-West Oxford

2.0 General Flag Protocol – Approved Flags

2.1 Flags approved to be flown on Township owned properties are:

- i. The National Flag of Canada
- ii. The Township of South-West Oxford Flag
- iii. The Official Flag for the Province of Ontario

All flags being flown shall be maintained in good condition and repaired or replaced at any sign of damage or major discolouration. When a flag is no longer in a suitable condition for use, it should be destroyed in a dignified manner.

2.2 Notwithstanding 2.1 (i.-iii.) the Chief Administrative Officer may approve the raising of the following flags on municipal flag poles:

- i. In the event of a visit by a dignitary to a Township of South-West Oxford facility, the Township may fly a flag representing that dignitary. The flying of a flag to mark the dignitary's visit will be made only after consulting with an appropriate protocol officer responsible for coordinating the visit.
- ii. Notwithstanding 2.1 (i.-iii.) the following flags may be flown for a period of time of up to one week (7 days) on the community flag pole upon the receipt of a written request using the prescribed form to the Township Chief Administrative Officer:
 - a) The progressive Pride Flag (within the month of June);
 - b) Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day – week of April 28th);
 - c) National Day of Remembrance for Victims of Terrorism (week of June 23);

- d) Fire Fighters National Memorial Day (week of the second Sunday in September)
- e) Police and Peace Officer's National Memorial (last Sunday in September)
- f) National Day for Truth and Reconciliation (week of September 30)
- g) Remembrance Day (last Friday of October to November 11)
- h) National Day of Remembrance and Action on Violence Against Women (week of December 6)

All flags presented to be flown shall be maintained in good condition and repaired or replaced at any sign of damage or major discolouration by the group requesting the raising.

2.3 Notwithstanding 2.1 (i.-iii) requests for raising the flag for a community organization or event may be considered except for the following:

- i. Political parties/organizations, election campaigns;
- ii. Public demonstrations or rallies;
- iii. Promotion of private/profit-making business;
- iv. Religious organizations, celebrations, events or holidays;
- v. Any event contrary to the Township's policies, procedures and by-laws;
- vi. Events or organizations not directly aligned with connection to the Township/County services and/or strategic goals;
- vii. National, Independence or Republic Days;
- viii. Illegal matters, including matters contrary to corporate policies or by-laws
- ix. Discriminatory or inflammatory matters
- x. Matters intended to incite hatred or disorder

Requests for raising Flags from community organizations may be considered for approval by the CAO (or designate). Organizations not in agreement with the decision of the CAO may take the matter to the Township Council for consideration. The decision of the Council is final.

2.4 Written requests from all organizations (Sections 2.2 and 2.3) must include the following:

- a. Name of Flag to be raised
- b. Proposed date and duration of flag raising
- c. Contact information for the organization requesting it

Organizations may request a maximum of one Flag raising within one calendar year (January 1 to December 31). If approved by the CAO, the Clerk's office will notify the organization and Township customer service of the approval request...including the duration.

It is the responsibility of the requesting organization to provide the appropriate Flag to the Township at least one week before the Flag raising. Organizations are also responsible for collecting their Flag once the flag-raising period has passed.

3.0 Flag Protocol – Flying Flags at Half-Mast

3.1 All flags maintained by the Township of South-West Oxford, capable of being lowered, will be flown at half-mast for Periods of Official Mourning, for Commemoration of Solemn Occasions, and Other Solemn Occasions.

3.2 Flags will be flown at half-mast at the Township of South-West Oxford municipal buildings to mark the official mourning upon the death of:

- i. The Sovereign;
- ii. A member of the Canadian Royal Family;
- iii. The Governor General of Canada, or a former Governor General
- iv. The Prime Minister of Canada, or a former Prime Minister;
- v. The Leader of His Majesty’s Loyal Opposition, Parliament of Canada;
- vi. The Lieutenant Governor of Ontario;
- vii. The Premier of Ontario;
- viii. The Leader of His Majesty’s Loyal Opposition, Legislative Assembly of Ontario;
- ix. A Federal Member of Parliament in Oxford County;
- x. A Provincial Member of Parliament in Oxford County;
- xi. The Mayor of the Township of South-West Oxford, or a former Mayor;
- xii. A Member of the Township of South-West Oxford Council, or a former Member of Council;
- xiii. The Oxford County Warden, or a former Warden;
- xiv. A current employee of the Township of South-West Oxford;
- xv. A member of the Township of South-West Oxford Fire Service, or a former member;
- xvi. An Oxford County Ontario Provincial Police Officer who dies in the line of duty; and
- xvii. A resident of the Township of South-West Oxford, who is a member of the Canadian Armed Forces, who dies in the line of duty.

3.2.2 Flags will be flown at half-mast, in the case of national or provincial officials, for the duration established by the appropriate federal or provincial protocol office. In the case of other persons, flags will be flown at half-mast from the date the notice of death is received, up to and including the day of the funeral. If there is no funeral, the flag will be flown at half-mast for 3 consecutive days.

3.2.3 The Township of South-West Oxford Fire/Emergency Stations (Brownsville, Mount Elgin and Beachville) may mark a period of official mourning for other fire and emergency personnel who have died in the line of duty in keeping with the time frame in section 3.2.2.

3.3 For Commemoration of Solemn Occasions

3.3.1 Flags will be flown at half-mast annually at the Township of South-West Oxford Municipal Office to commemorate the following solemn occasions:

- i) National Day of Mourning for Persons Killed, or Injured in the Workplace (April 28);
- ii) National Day of Remembrance for Victims of Terrorism (June 23);
- iii) Police and Peace Officers' National Memorial Day (Last Sunday in September)
- iv) Fire Fighters National Memorial Day (week of the second Sunday in September)
- v) National Day of Truth and Reconciliation (September 30)
- vi) Remembrance Day (November 11)
- vii) National Day of Remembrance and Action on Violence Against Women (Dec. 6)

3.4 Other Solemn Occasions

3.4.1 The commemoration of other periods of official mourning and solemn occasions that have otherwise not been specified in the Township's Flag Protocol Policy, and in keeping with the General Principles of this Policy, may be approved at the discretion of the Mayor, in consultation with the Chief Administrative Officer.

3.4.2 At the discretion of the Mayor, and in consultation with the Chief Administrative Officer, the lowering of flags to half-mast for other solemn occasions may be approved, for the following:

- i) To recognize the passing of a prominent citizen of the Township of South-West Oxford or 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 community.
- iii) In response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.

Policy Review

The Clerk is responsible for ensuring this policy is reviewed once every 5 years or as needed. If the Township amends this policy, it will provide an amended copy of the policy to all South-West Oxford Council and staff within 30 days of the changes being made.