POLICY STATEMENT
There is a need to provide the Town of Tillsonburg with a clear set of guidelines on the procedures of flying and half-masting flags.

PURPOSE
This policy will establish clear guidelines to govern the raising, displaying, and half-masting of flags at the Town of Tillsonburg properties and buildings to ensure the Town’s practices are exercised in a consistent and appropriate manner.

SCOPE
This policy applies to all flags flown by the Town of Tillsonburg.

GENERAL
This policy shall be administered by the Clerk’s Office.

This policy shall be referred to as the “Tillsonburg Flag Policy”.

This policy comes into force and effect on the date adopted.

AUTHORITY
The authority for the Tillsonburg Flag Policy shall be by the approval of the Council of the Town of Tillsonburg.

POLICY
1. General Flag Protocol
   1.1. The National Flag of Canada should be treated with dignity and respect and should always be displayed in the position of priority and not displayed in a position inferior to any other flag.
1.2. When two or more flags are flown together, the Canadian Flag should be 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 each end of the line of flags.

1.3. When three flags are flown together, the Canadian Flag should occupy the central position, with the next ranking flag to the left and third ranking to the right, as seen by the spectators in front of the flags.

1.4. Where more than one flag is flown and it is impossible to hoist or lower at the same time; the Canadian Flag should be hoisted first and lowered last.

1.5. When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag is flown in the centre.

1.6. No more than one flag shall be flown on any mast at one time.

1.7. The National Flag of Canada must never touch the ground when being raised or lowered.

1.8. Flags shall be maintained in good condition and repaired or replaced at any sign of damage or major discolouration.

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

2. Flags at Half-mast

2.1. All flags maintained by the Town of Tillsonburg, capable of being lowered, will be flown at half-mast as a sign of official mourning or commemoration. Section 4 Schedule A, attached, lists all flags maintained by the Town.

2.2. On occasions requiring a flag be flown at half-mast, all flags flown together should also be flown at half-mast.

2.3. Flags flown at municipal buildings and facilities will be flown at half-mast when the Town has been notified upon the death of:

- The Sovereign, or a member of the Royal Family;
- The Governor General, or a former governor general;
- The Prime Minister, or a former prime minister;
- The Lieutenant Governor of Ontario or the Premier of Ontario;
- A local Member of Federal or Provincial Parliament;
- The Mayor, or a former Mayor of Tillsonburg;
- A Member of Town Council or a former member of Town Council;
- A member of Canadian Forces from the Town of Tillsonburg (born in the Town of Tillsonburg, or has made the Town of Tillsonburg a home);
- An Emergency Medical Services (EMS) worker in the Province of Ontario, fallen in the line of duty

2.4. Upon notice of the death of any Firefighter in the Province of Ontario, fallen in the line of duty, the flags at the Fire Hall shall be flown at half-mast.

2.5. Flags flown at municipal buildings and facilities shall be lowered to a half-mast position from sunrise to sunset to observe the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- Last Sunday in September, Police and Peace Officers’ National Memorial Day, unless Half-masting occurs near the place where a memorial is being
observed, then Half-masting can occur according to the prescribed order of service, until sunset;

- **December 6, National Day of Remembrance and Action on Violence Against Women.**

2.4.2.6. Each Remembrance Day, November 11th, the flags at the Cenotaph will be half-mast at 11:00 a.m., or according to the prescribed order of service.

2.5.2.7. Flags may also be flown at half-mast as a result of a significant event or circumstance. Should such an occasion arise, the Town Clerk (or designate) will consult with the Mayor and the CAO. A joint decision will be made by the CAO and the Mayor as to whether any flags at Town facilities should be flown at half-mast, and if so, the extent and duration.

2.6.2.8. Upon notice of the death of an individual noted in above Section 2.3 or 2.4, flags shall be flown at half-mast from the time of death notification until the morning after the memorial service, or a week, whichever comes first.

2.7.2.9. During periods of half-mast, flags are still raised to full mast on Victoria Day and Canada Day.

2.8.2.10. Each flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.

2.9.2.11. In the event of multiple flags being flown together, all will be flown at half-mast. The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximated centre position of the flagstaff not to be confused as a flag that has accidentally fallen.

2.10.2.12. When half-masting has been deemed appropriate based on section 2.3, 2.4, or 2.8 above, the Town Clerk or designate will be notified and in turn will notify the following:

- The Senior Leadership Management Team;
- Parks and Facilities Manager;
- Town Council, and;
- Media by way of the Town website

### 3. Flags Raising For Awareness

3.1. Requests for raising flags to increase Public awareness will be considered, upon request, by the Mayor and CAO for charitable, community, and ethnic groups. **Those groups wishing to fly their flag shall submit a letter of request to the Town Clerk for approval a minimum of four weeks prior to the request date.**

3.2. Requests shall not be approved;

- For political parties or political organizations;
- For religious organizations or the celebration of religious events;
- **For celebrations, campaigns or events with no direct relationship to the Town of Tillsonburg:**
  - If the intent is contrary to Municipal policies or by-laws;
  - If the intent is to defame the integrity of Council;
- **If the intent is to support discrimination, hatred, violence or prejudice.**

3.3. All requests for flag flying must be made to the Clerk’s Office four (4) weeks prior to the requested date, in writing, and include the following information:
3.3.1. **Name of the requesting organization or individual;**

3.3.2. **Contact information;**

3.3.3. **Details of requested event or occasion including date(s);**

3.3.4. **Explanation of the purpose of the event or occasion;**

3.3.5. **Picture of the flag to be flown; and**

3.3.6. **Description of the applicant organization or individual including a brief history, and any other relevant information.**

3.3.4. A charitable, community, or ethnic group flag will be flown for an appropriate period determined by the Mayor and CAO, but not exceeding one week.

3.5. An organization’s flag shall be flown no more than once per calendar year. Organizations shall be required to submit flag flying requests on an annual basis.

3.6. Approvals shall be based on a first come first served basis, based on the date the request is received by the Clerk’s Office.

3.7. The Town reserves the right to schedule a flag raising based on the availability of flag poles.

3.8. Flags shall only be raised and lowered on those business days that Town Hall is open.

3.4.3.9. Individuals and organizations requesting flag flying are required to provide the flag to be raised. Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

3.5.3.10. The charitable, community, or ethnic group flag will be flown in place of the Town of Tillsonburg Flag at the South Broadway Park. The National Flag of Canada will be flown at all times.

3.11. **Notification to the media and advertising related to flag flying is the responsibility of the requesting party.**

3.12. The Town is not responsible for damaged or lost flags.

3.13. In the event there is a dispute between an organization and the Town as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

3.14. Council shall be informed of all requests and approvals for flag flying. There will be no presentations or delegations at Town Council with respect to flag flying requests.
### 4. Town of Tillsonburg Flag Locations

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FLAG</th>
<th>RESPONSIBILITY</th>
<th>CHANGE METHOD</th>
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<tr>
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<td>Canada</td>
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<td>Key or rope</td>
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<tr>
<td></td>
<td>Union Jack</td>
<td>PRS RCP</td>
<td>Key or rope</td>
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