
Policy: **Flag Policy**
Main Contact: **Clerk**
Last Revision: **May 2023**

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Policy Statement

The Corporation of the Town of

Purpose

The policy will establish guidelines for the display of flags at municipal facilities and events. The policy will provide a framework to ensure that flags at the Town Hall, facilities and properties owned by the Town are flown and displayed in an appropriate and consistent manner. The policy outlines the circumstances under which the Town will fly its flags at half-mast and sets out the procedure for flag raisings.

Policy Requirements

1.0 Town Flag

- 1.1 The Town of Renfrew Flag will be flown at all municipal buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or Town of Renfrew Flag may be displayed.

- 1.2 The Town of Renfrew Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and functions where such flags are required.

- 1.3 The Town of Renfrew Flag shall be flown or displayed properly and treated with dignity and respect.
- 1.4 The Town of Renfrew Flag shall not be used for commercial purposes by any organization.
- 1.5 The Town of Renfrew reserves the right to refuse, deny or restrict the use of the Town of Renfrew Flag with respect to where or how it will be flown or displayed.
- 1.6 Town of Renfrew residents may request Town of Renfrew Flags to be flown at their Renfrew residences upon a written request and cost recovery fee paid for each flag requested.
- 1.7 Town of Renfrew representatives may use the Town of Renfrew flag in parades or other displays upon receiving permission from Renfrew Council.
- 1.8 Flags flown in the Town of Renfrew at all buildings and facilities will be kept record of and attached as Appendix “B” and maintained/updated from time to time by the Clerk.

2.0 Protocol

- 2.1 Flags will be displayed in accordance with the guidelines set out in the “Flag Etiquette in Canada” guide provided by the Department of Canadian Heritage (attached as Appendix “A”), or as amended.
- 2.2 Where an official representative of a Canadian province is visiting the Town of Renfrew on an official visit, that particular provincial flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- 2.3 Where an official representative of a country recognized by Canada, is visiting the Town of Renfrew on an official visit, that Country’s flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- 2.4 Where an official delegation from another municipality within Canada is visiting the Town of Renfrew on an official visit, that municipality’s flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- 2.5 Where organizations recognized by the Town of Renfrew, requests Renfrew Council that its flag be flown for a specified period of time, that organization’s flag may be flown at all municipal buildings and facilities where it is feasible to do so. (See Special Requests)

- 2.6 The Town of Renfrew reserves the right to fly flags to commemorate an event it deems appropriate at any municipal building and/or facility where it is feasible to do so.
- 2.7 Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.
- 2.8 The Town of Renfrew acknowledges that the Cenotaph Flags are maintained by the Royal Canadian Legion, Branch 148, which follows its own protocol and guidelines. Town and Legion representatives shall coordinate flag activities as effectively as possible.
- 3.0 Half-Masting for Mourning**
- 3.1 The flying of flags at half-mast represents a period of official mourning or commemoration.
- 3.2 To honour the deceased, flag(s) at the Town Hall will generally be flown at half-mast on the day of death until or on the day of the memorial service, or until the next business day when the flag can be raised by an employee. However, should a death occur on a weekend, the flag will only be half-masted if an employee is available to do so. It is also understood that there may be times where staff discretion will be required.
- 3.3 Flag(s) flown at the Town Hall, and other municipal buildings and facilities if deemed appropriate, shall be lowered to a half-mast, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
- His Majesty the King and members of the Royal Family;
 - A past or present Canadian Prime Minister;
 - A past or present elected area representative of the Federal or Provincial government;
 - Past or present Mayor and Members of Council;
 - Present day or retired employees of the Corporation of the Town of Renfrew, including Volunteer Fire Fighters;
 - As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
 - As directed by the Mayor and Town Council or the CAO.
- 3.4 Flag(s) flown at the Town Hall, and other municipal buildings and facilities if deemed appropriate, shall be lowered to a half-mast position from sunrise to sunset to observe:
- National Day of Mourning for Workers (April 28)

- Truth and Reconciliation Day (September 30)
- Remembrance Day (November 11)
- The National Day of Remembrance and Action on Violence Against Women (December 6)

3.5 When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.

3.6 In the event of multiple flags being flown together, all will be flown at half-mast.

3.7 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.

4.0 Special Requests

4.1 A special request from an agency or organization located in the Town of Renfrew wishing to raise their flags at 127 Raglan Street South, Town Hall, to mark an event will be directed to the Clerk for review with delegated authority to approve. Subsequent to receiving correspondence, the Clerk will circulate the request to Council and receive feedback on any concerns and/or any requests to pull delegated authority and bring forward to Corporate Services and Economic Development Committee.

4.2 A special request must be in writing and must be made at least four (4) weeks prior to the requested date and must include the following information:

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

4.3 At no time will the Town of Renfrew display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.

4.4 The Town of Renfrew reserves the right to choose which flags may or may not be flown at Town owned buildings and facilities.

4.5 The Town of Renfrew reserves the right to determine the length of time the flag will be flown.

4.6 Any decision of the Clerk may be appealed to the Corporate Services and Economic Development Committee for final review.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Flag Policy	March 24, 2020		N/A
	July 1, 2023	Changes to delegation of duties and clarifications	56-2023

APPENDIX “A”

Rules for flying the National Flag of Canada

The National Flag of Canada can be displayed in many different ways, from the front yard of a house to the top of a building. There are rules and guidelines on how to display this flag to honour it.

The National Flag can also be flown with the provincial or territorial flags, or those of organizations and other nations, in which cases it would take the position of honour. Individuals can always see our flag proudly being flown on Parliament Hill.

Dignity of the Flag

The National Flag of Canada should be displayed only in a manner appropriate for this important national symbol; it should not be subjected to dishonour or displayed in a position inferior to any other flag or ensign. The National Flag always takes priority over all other national flags when flown on Canadian soil. The only flags to which precedence is given over the National Flag are the Queen's Personal Canadian Flag, the Governor General's Flag, the Flags of the Lieutenant Governors (within their province) and the Personal Canadian Flags of the other members of the Royal Family.

The National Flag of Canada should always be flown on its own mast or flag pole; flag protocol states that it is improper to fly two or more flags on the same mast or flag pole (for example, one beneath the other).

When the National Flag of Canada is raised or lowered, or when it is carried in a parade or review, everyone present should face the Flag, remain silent and remove their hats. Those in uniform should salute.

The National Flag of Canada, whether it be a cloth, paper or made of some other fabric or material, should never:

- Be used as a tablecloth or seat cover;

- Be used as a masking for boxes, covering a speaker's podium, draping a platform, as a barrier on a stage or platform, or in general for any decoration;
- Be used to cover a statue, monument or plaque for an unveiling ceremony;
- Have anything pinned to or sewn onto it;
- Be signed or marked in any way (A border could be attached to its outside edge, which can be marked while leaving the Flag itself untouched.);
- Be used as wearing apparel;
- Be flown in a discoloured or tattered condition;
- Be burned in effigy;
- Touch the ground;
- Be stepped on;
- Be flown upside down (except as a signal of distress in instances of extreme danger to life);
- Be dipped or lowered to the ground as a means of paying a salute or compliment to any person or thing.

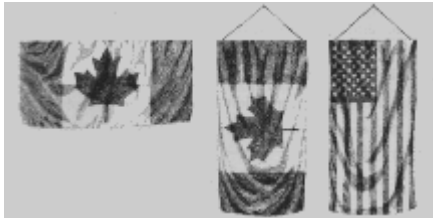
Displaying the Flag

The National Flag is flown at all federal government buildings, airports, as well as military bases and establishments within and outside Canada. It may be flown by night as well as by day.

The National Flag of Canada may be displayed as follows:

Flat against a surface, horizontally and vertically

If hung horizontally, the upper part of the leaf (the points of the leaf) should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the Flag. Flags hung vertically should be hung so that the canton is in the upper left corner.



On a flagpole or mast

The top left (first) quarter or canton should be placed in the position nearest the top of the flagpole or mast. When carried, the Flag should be respected.

On a flag rope (halyard)

The canton should be raised as closely as possible to the top with the flag rope tight.

Suspended vertically in the middle of a street

The upper part of the leaf (the points of the leaf) should face north in an east-west street (Figure 2). The upper part of the leaf should face east in a north-south street (Figure 3).



Projected from a building

Displayed horizontally or at an angle from a window or balcony, the canton must point outward.

Affixed on a motor vehicle

The flag must be on a pole firmly fixed to the frame of the car on the front right.

Flown on ships and boats

The National Flag of Canada is the proper national colours (flag of a military unit) for all Canadian ships and boats, including pleasure craft. The [Canada Shipping Act](#) states that a Canadian ship shall hoist the flag:

- on a signal being made to her by one of Her Majesty's Canadian ships, or any ship in the service of and belonging to the Government of Canada;
- on entering or leaving any foreign port; and
- on entering or leaving any Commonwealth port if carrying 50 tonnes gross tonnage or upwards.

Foreign vessels may fly the Canadian flag as a "courtesy flag" when they are docked in a Canadian port; it is then customarily flown from the [foremast](#).

General rules governing merchant vessels and pleasure craft are as follows:

- The flag should be worn in harbour and in territorial waters. It does not need to be worn while under way on the high seas unless the vessel wishes to identify her nationality to another ship.
- Whenever possible, the proper place for a vessel to display the national colours is at the stern; however, the flag may be flown from a [gaff](#) when at sea.
- When in harbour, the flag should be hoisted at 0800 hours (8 a.m.) and lowered at sunset.
- When a merchant ship and a warship of any nationality pass or overtake one another, the merchant ship should [dip the flag](#) as a gesture of courtesy. If on a staff, the lowest corner of the flag should be brought to the level of the rail and kept there until the salutation is

acknowledged by the naval vessel. If flown from a gaff, the flag should be lowered to six feet (1.80 m) above the level of the deck, until the salute is acknowledged.

- In times of mourning, the flag may be flown at half-mast, which places the upper corner of the flag next to the staff at approximately three-quarters of full-hoist. As on land, a flag hoisted to or lowered from half-mast position must first be pulled close-up.

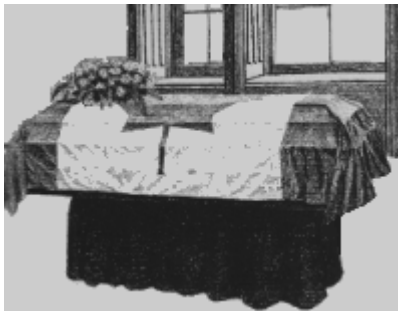
Sharing the same base – three flags

When only three flags are displayed, the National Flag of Canada should be at the centre. To an observer facing the display, the second-ranking flag is placed to the left of centre, and the other to the right.

A common combination of flags is the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In this case, the National Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

When used to cover a casket at funerals

The canton should be draped over the upper left corner of the casket (Figure 4). The Flag should be removed before the casket is lowered into the grave or, at a crematorium, after the service. The flag size for a standard adult-sized casket should be 4 1/2 X 9 feet or 1.40 X 2.80 metres.

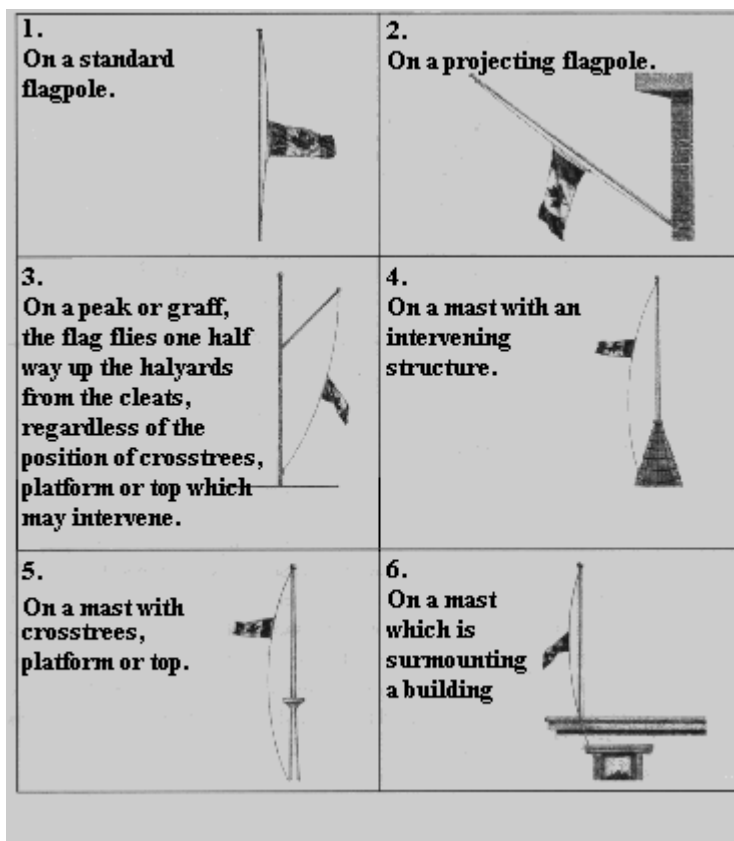


Half-masting for mourning

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast. A good position for half-masting is to place the centre of the flag exactly half-way down the staff (Figure 5).



The Canadian flag flown at half-mast on six different structures: a standard flagpole, projecting flagpole, a peak or graff, a mast with an intervening

structure, a mast with crosstrees, platform or top, and a mast which is surmounting a building.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

For more information, see [half-masting the National Flag of Canada](#).

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.

Disposal of such flags may be handled in the following manner:

- Return flag(s) to participating retail stores who will dispose of them;
- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner; privately without ceremony or public attention being drawn to the destruction of the material;
- Flags made of synthetic material (nylon or polyester) should be respectfully torn into strips, with each element of the flag reduced to a single colour, so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal – the shreds of fabric should not be re-used or fashioned into anything.

Folding the National Flag

There is a specific process for the National Flag of Canada to be folded. The Canadian flag draped over a casket symbolizes a final tribute that celebrates a life that has passed. Being laid to rest with the Flag is an honour that is not solely reserved for the funerals of soldiers, veterans, and dignitaries but for all Canadians.

APPENDIX “B”

FLAG INVENTORY

a) Development & Works Garage

Canada Flag
Town of Renfrew Flag

b) Fire Department

Canada Flag
Town of Renfrew Flag

c) Lowe Square

Canada Flag
Town of Renfrew Flag

d) Ma-te-Way Park

Canada Flag
Town of Renfrew Flag

e) O’Brien Park

Canada Flag

f) RCAF Park

Canada Flag

g) Stewart Park

Canada Flag

h) Veteran Memorial Boulevard

Canada Flag

i) Visitor Information Centre

Canada Flag
Town of Renfrew Flag