



The Township of Southgate

Policy and Guidelines for Displaying Flags

Purpose

This policy is intended to create a standard procedure for staff to follow to ensure that all flags are flown and displayed in a consistent manner at Southgate operated facilities. No flags other than the Canadian, Province of Ontario and Township of Southgate flag will be on display.

Scope

This policy and procedure will cover flags flown at Southgate facilities.

Display of Flags

No flags other than the Township of Southgate, Province of Ontario, and Canadian flags shall be on display on municipal facilities. Any requests for flag raising will be directed to the Clerks Office for a response, indicating that the Township of Southgate does not accept flag raising requests as prescribed under this policy. Council Chambers shall display the Federal, Provincial, County and Municipal flag.

Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be replaced immediately, and the old flag be destroyed in a dignified way such as burning.

Flags will be Flown at Half-Mast due to the passing of one of the following:

- Member of the Royal Family
- Governor General-current or past
- Prime Minister-current or past
- Current Member of Parliament
- Lieutenant Governor-current or past
- Premier-current or past
- Current Member of Provincial Parliament
- Member of Canadian Forces with direct ties to Southgate
- Remembrance Day
- Warden of Grey County-current or past
- Current County Council Member
- Southgate Mayor or Reeves-current or past
- Current and Past Municipal Council Members (Including Egremont, Proton and Dundalk)
- Current Municipal Employees
- Line of Duty (Former and Current members of the Dundalk Fire Department)

Flags will be Flown at Half-Mast due to the recognition of the following:

- National Day of Truth and Reconciliation – September 30th of any year

Southgate Locations where Flags will be Half-Masted

- Southgate Municipal Office
- Dundalk Fire Hall
- Dundalk Olde Town Hall
- Dundalk Parkette
- Holstein Works Garage
- Hwy #10 & County Rd. #9 entrance to Dundalk

Procedure for Lowering of Flags

- When the Canadian flag be lowered, the Township's flag shall be lowered accordingly.
- When the Canadian flag be lowered, all flags shall be lowered accordingly to ensure the Canadian flag is always the highest.
- The CAO's Office (or designate) will send out or direct to be sent out communication regarding the lowering of flags and including the reason and duration of the lowering of the flags to all applicable staff.
- Flags shall be half-masted from the time of notification of death until the following morning after the funeral.
- This policy does not cover other Southgate owned facilities not named in this document.

Half-Masting Flags 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 owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff (Figure 1).

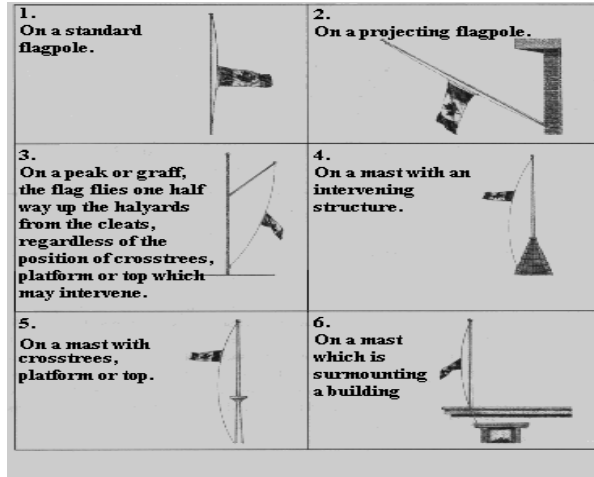


Figure 1

Dignity of the Flag

Dignity of the National Flag

The National Flag of Canada should be displayed only in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's eleven representatives in Canada (ie. The Governor General and 10 Lieutenant Governors).

The National Flag of Canada should always be flown on its own mast - flag protocol dictating that it is improper to fly two or more flags on the same mast (eg. one beneath the other). Further, the following points should be kept in mind:

- The National Flag of Canada should not be used as table/seat cover, as a masking for boxes or as a barrier on a dais or platform.

Displaying the Flag

The flag may be flown by night as well as by day.

The National Flag of Canada may be displayed as follows:

1. Flat against a surface,
2. Horizontally, and/or
3. Vertically

If hung horizontally, the upper part 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 (Figure 2).

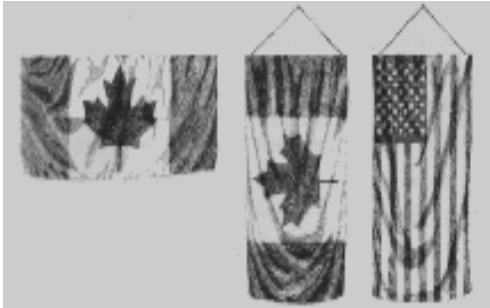


Figure 2

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 guidelines listed under "Dignity of the Flag" should be respected.

On a Flag Rope (halyard)

The canton should be placed uppermost, 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 should face the north in an east-west street (Figure 3), and face east in a north-south street

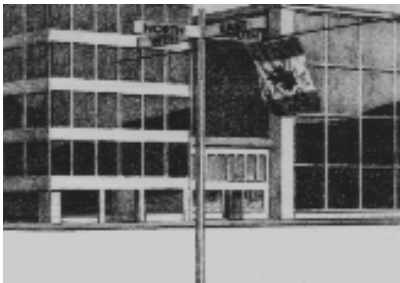


Figure 3

(Figure 4), thus being on the left of the observer facing east or south respectively.



Figure 4

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 chassis on the front right.

Sharing the Same Base - Three flags

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

A common combination of flags is that of the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In such a 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).

Position of Honour

Due consideration should be given to flag etiquette and precedence whenever the National Flag of Canada or other sovereign national flags or provincial/territorial flags are displayed.

The location of the position of honour depends on the number of flags flown and the chosen configuration. When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre (see "Sharing the same base - Three flags")

Precedence

The order of precedence for flags is:

1. The National Flag of Canada
2. The flags of other sovereign nations in alphabetical order (if applicable)
3. The flags of the provinces of Canada (in the order in which they joined Confederation)
4. The flags of the territories of Canada (in the order in which they joined Confederation)
5. The flags of municipalities/cities
6. Banners of organizations
7. Historical Flags

If one simply wishes to create a decorative effect (eg. dressing a house for a festive occasion) it is preferable to use pennants or coloured buntings and not flags.

Alone

When the National Flag of Canada is flown alone on top of or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left to an observer facing the flag.

When the National Flag of Canada is flown alone on top of or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the centre (Figure 5).

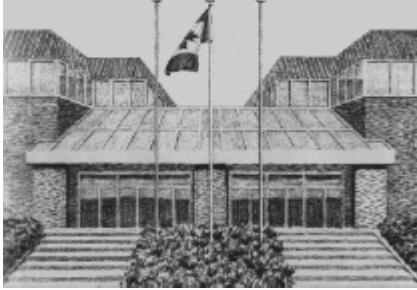


Figure 5

When the National Flag of Canada is displayed in a place of worship or on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker (Figure 6).



Figure 6

When used in the body of a place of worship or auditorium, the National Flag of Canada should be to the right of the congregation or spectators facing the flag (Figure 7).



Figure 7

With Flags of other Sovereign Nations

The National Flag of Canada, when flown or paraded, takes precedence over all other national flags. When flown with the flags of other sovereign nations, all flags should be flown on separate flagpoles/masts and at the same height, all being of the same size, with the National Flag of Canada occupying the position of honour.

The National Flag should be raised first and lowered last, unless the number of flags permits their being raised and lowered simultaneously.

With the flag of one other nation, the National Flag of Canada should be on the left of the observer facing the flags; both should be at the same height (Figure 8).

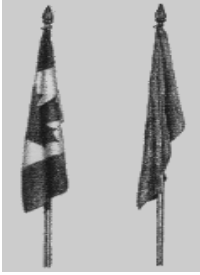


Figure 8

When crossed with a flag of another sovereign nation, the National Flag of Canada should be on the left of the observer facing the flags; the flagpole bearing the National Flag of Canada should be in front of the pole of the other flag (Figure 9).

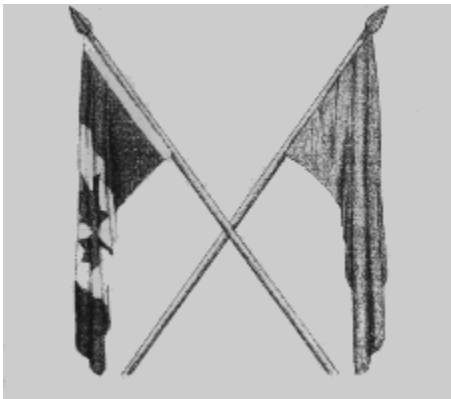


Figure 9

In a line of three flags, the National Flag of Canada should be in the centre. The other two flags should, in alphabetical order, be placed to the left and right of the National Flag respectively, from the point of view of the observer facing the three flagpoles/masts (Figure 10).

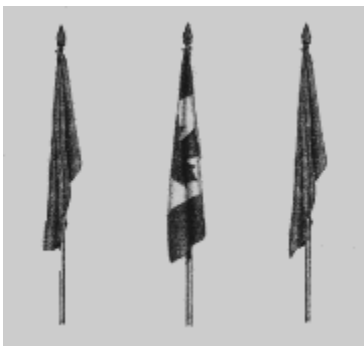


Figure 10

When there are more than three flagpoles/masts, the National Flag of Canada should be flown on the left of the observer facing the flags, followed by the flags representing the other sovereign nations ordered alphabetically. An additional National Flag of Canada may also be flown on the right at the end of the line (Figure 11).

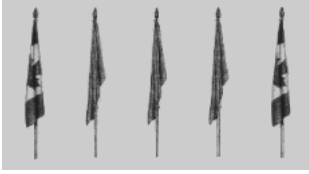


Figure 11

In a semi-circle of flags representing a number of sovereign nations, the National Flag of Canada should be in the centre (Figure 12).

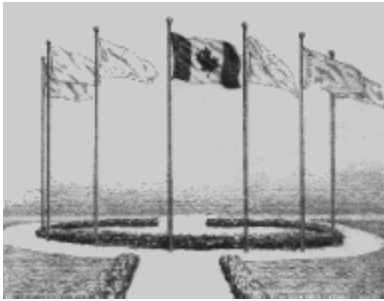


Figure 12

With a Combination of Flags of Sovereign Nations, Provinces/Territories, International Organizations, Cities, Companies, etc.

In keeping with previously outlined practice, the National Flag of Canada, when flown with different types of flags, should be flown on the left of an observer facing the flags. The position of the other flags is determined by order of precedence (Figure 13).

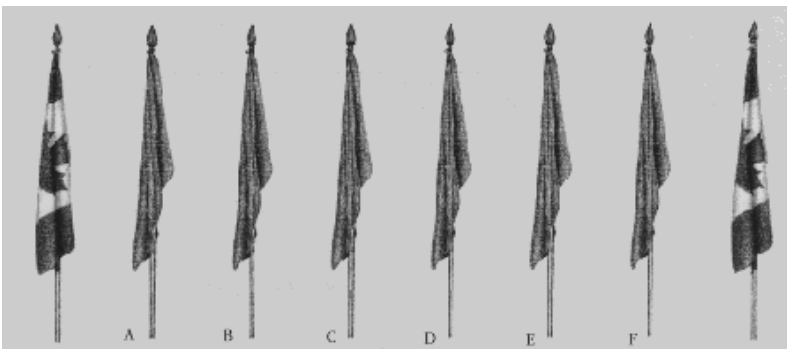


Figure 13

With Flags of the Canadian Provinces and Territories

When provincial and territorial flags are flown with the National Flag of Canada, the order is based on the date of entry into Confederation of the provinces followed by the territories. In a grouping of flags that includes the National Flag of Canada and all of the flags of the provinces and territories, the order of precedence is:

1. National Flag of Canada
2. Ontario (1867)
3. Quebec (1867)
4. Nova Scotia (1867)
5. New Brunswick (1867)
6. Manitoba (1870)
7. British Columbia (1871)

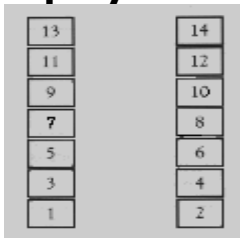
- 8. Prince Edward Island (1873)
- 9. Saskatchewan (1905)
- 10. Alberta (1905)
- 11. Newfoundland (1949)
- 12. Northwest Territories (1870)
- 13. Yukon (1898)
- 14. Nunavut (1999)

When there are more than three flagpoles/masts, the National Flag of Canada should be flown on the left of the observer facing the flags, followed by the flags of the provinces and territories. An additional National Flag of Canada may be displayed at the end of the line if desired.

Display along a wall



Display flanking an entrance



"V" display for visual effect

