



## Policies and Procedures

### The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>		Clerk	<b>Effective:</b>	September 21, 2016
<b>Subject:</b>		Flag Protocol Policy	<b>Policy Number:</b>	
<b>Approved by:</b>				
<b>Resolution Number:</b>				
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>	<b>Reference Section:</b>	
October 6, 2021	1	Approved Flags & Flags for Proclamations		
May 17, 2023	2	Flying Flags on the Community Flag Pole		
March 19, 2025	3	Clarification of half-masting, Duration of Flying Flags on the Community Flag Pole		

#### **PURPOSE:**

The purpose of this policy is to establish a standardized protocol for the flying of flags at Township of Blandford-Blenheim municipal facilities.

#### **DETAILS:**

##### **Application:**

This policy applies to all flags flown at Blandford-Blenheim municipal facilities.

##### **General Flag Protocol – Approved Flags**

Flags approved to be flown on Township owned properties are:

- the National flag of Canada;
- the Township of Blandford-Blenheim official flag;
- the official flag for the Province of Ontario

The Chief Administrative Officer may approve the raising of the following flags on municipal flagpoles:

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

##### **Protocol for Flying Flags at Half-Mast**

---

The Township's protocol for flying a flag a half-mast will be:

#### For Periods of Official Mourning

Flags will be flown at half-mast to mark periods of official mourning upon the death of:

- The Sovereign and members of the Royal Family;
- The Governor General of Canada, or a former Governor General;
- The Prime Minister of Canada, or a former Prime Minister;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario;
- A Federal Member of Parliament in Oxford County;
- A Provincial Member of Parliament in Oxford County;
- The Mayor of the Township of Blandford-Blenheim, or a former Mayor;
- A Member of the Township of Blandford-Blenheim Council, or a former Member of Council;
- The Oxford County Warden, or a former Warden;
- A current employee of the Township of Blandford-Blenheim;
- A Firefighter with the Township of Blandford-Blenheim who dies in the line of duty;
- An Oxford County Ontario Provincial Police Officer who dies in the line of duty;
- A resident of the Township of Blandford-Blenheim, who is a member of the Canadian Armed Forces, who dies in the line of duty.

All corporate flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol office. In the case of other persons, all corporate 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, then all corporate flags will be flown at half-mast for a period of time determined by the Chief Administrative Officer.

All corporate flags will be flown at half-mast annually to commemorate Remembrance Day (November 11). All corporate flags will also be flown at half-mast for other periods of official mourning and solemn occasions that are in keeping with the general principals of this policy, and as approved by the Chief Administrative Officer or designate.

#### **Proclamations**

The Township of Blandford-Blenheim shall not issue proclamations.

#### **Flag Flying on the Community Flag Pole**

The second flag pole located at the administration office shall be designated the Blandford-Blenheim Community Flag Pole. Community flag raising is to: celebrate achievement, to help increase public awareness of programs and activities, acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Township in a positive manner.

In the event of a visit by a dignitary to the Township of Blandford-Blenheim, 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. Flags may be raised in recognition of visiting dignitaries at the discretion of the Mayor or Chief Administrative Officer (CAO).

Township Council authorizes decisions regarding the flying of flags by special permission at the Community Flag Pole to be made at the discretion of the CAO.

Requests for the raising and displaying of flags may be approved for:

- Community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To support fund-raising activities;
- Celebrate achievement;
- Celebrate multi-cultural and civic events;
- Promote Diversity and Inclusion;
- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
- An organization that has helped to enhance the Township in a positive manner

Requests will not be approved where the flag flying relates to:

- Celebrations, campaigns or events with no direct relationship to the Township of Blandford-Blenheim;
- Celebrations, campaigns or events intended for profit making purposes;
- Celebrations, campaigns or events intended to defame the integrity of the Township;
- Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
- Attempting to influence government policy; or
- The Township will not fly the flag of a group or organization whose undertakings or philosophy are contrary to Township of Blandford-Blenheim policies or by-laws, espouse hatred, violence, prejudice or racism, or are politically or religiously motivated or represent other individual conviction.

All requests for flag flying should be made to the CAO a minimum of four (4) weeks prior to the requested date, in writing, and include the following information:

- Name of the requesting organization or individual;
- Contact information (phone, email, etc.);
- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;
- Picture of the flag to be flown;
- Description of the applicant organization or individual including a brief history, and any other relevant information.

The CAO will determine the timing and duration of flags requested to be flown on the community-designated pole. The maximum duration for any flag to be flown shall be one (1) week, unless the applicant can demonstrate that the initiative or cause requires a longer period. For events with a duration longer than one week, the applicant may request a longer duration. The CAO will review such requests on a case-by-case basis and may approve a duration of up to one (1) month, where justified.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised

---

to the CAO at least one (1) week prior to the flag raising.

Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

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

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit a separate flag flying request for each occasion.

The Township is not responsible for damaged or lost flags.

In the event there is a dispute between an organization and the CAO 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.

Flags shall only be raised and lowered on those business days the Township office is open.

The Township of Blandford-Blenheim does not imply or express support for, or approval of, the politics or opinions expressed by the groups or organizations whose flag is flown in accordance with this policy.