



Purpose:

The purpose of this policy is to establish clear guidelines to govern the flags that will be raised, displayed, and half-masted at Township of Zorra properties to ensure Township practices are exercised in a consistent and appropriate manner.

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.

“Half-mast” shall mean the action of flying flags at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

“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 of Zorra Official Flag” shall mean the flag adopted by the Township of Zorra Council as a symbol of the municipality and displaying the Township of Zorra’s official logo.

Policy:

1.0. Scope

1.1. This policy applies to all flags flown by the Township of Zorra at municipal buildings.

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 Zorra official flag;
- iii. The official flag for the Province of Ontario;

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

- i. In the event of a visit by a dignitary to a Township of Zorra 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.



2.3. Notwithstanding 2.1 (i-iii), the progressive Pride flag will be flown at the Township Office for the month of June.

2.4. All flags 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 way.

3.0. Flag Protocol – Flying Flags at Half-Mast

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

3.2. Periods of Official Mourning

3.2.1. Flags will be flown at half-mast at the Township of Zorra municipal buildings to mark periods of 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 Her Majesty's Loyal Opposition, Parliament of Canada
- vi. The Lieutenant Governor Of Ontario;
- vii. The Premier of Ontario;
- viii. The Leader of Her 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 Zorra, or a former Mayor;
- xii. A Member of the Township of Zorra Council, or a former Member of Council;
- xiii. The Oxford County Warden, or a former Warden;
- xiv. A current employee of the Township of Zorra;
- xv. A full time or volunteer Firefighter with the Township of Zorra, or former full time or volunteer Firefighter;
- xvi. An Oxford County Ontario Provincial Police Officer who dies in the line of duty; and
- xvii. A resident of the Township of Zorra, 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 a national or provincial official, 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, then the flag will be flown at half-mast for a 3-day period.

3.2.3. The Thamesford Fire Hall, Uniondale Fire Hall and the Embro Fire Hall may mark a period



of official mourning for other fire and emergency personnel who have died in the line of duty, or any other traditional commemorations of solemn occasions important to fire and emergency personnel. This applies to the Township of Zorra Fire stations only.

3.3. For Commemoration of Solemn Occasions

3.3.1. Flags will be flown at half-mast annually at the Township of Zorra municipal facilities, 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. Remembrance Day (November 11);
- v. National Day of Remembrance and Action on Violence Against Women (December 6).

3.3.2. For Commemoration of Solemn Occasions, recognized by the federal or provincial government, flags may be flown at half-mast at the discretion of the Mayor, in consultation with the Chief Administrative Officer.

3.3.3. For Commemoration of Solemn Occasions, flags will be flown at half-mast for 24 hours.

3.4. For 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 Zorra or a person of national or international stature who has had significant impact on the community.
- ii. In response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.

3.5. The Recreation and Facilities Department will be responsible for coordinating the lowering of flags at Township facilities.

4.0. Proclamations and Requests to Fly Other Flags

4.1. The Township of Zorra shall not issue proclamations.

4.2. The Township of Zorra does not accept flag raising requests. The flags of service clubs or other special interest groups shall not be flown on any Township of Zorra municipal flagpole.



Policy: Flag Protocol Policy

No: 400-02

Section: Clerks

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Departments Affected:

Council and Administration.

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February 2028.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.