



## Procedure

<b>Procedure Name:</b>	Customary Flag Configuration
<b>Parent Policy:</b>	Community Flag Raisings and Flag Protocol Policy
<b>Procedure Owner:</b>	Corporate & Financial Services, Director, Council Support Services/City Clerk
<b>Approved by:</b>	Council
<b>Effective Date:</b>	December 10, 2012
<b>Date of Last Revision:</b>	Initial Procedure
<b>Review Date:</b>	As required
<b>Procedure Status:</b>	New

### Purpose:

To provide a procedure for the customary configuration of flags at municipal facilities.

### Procedure:

Richmond Hill's protocol for the usual configuration of flags at municipal facilities will be:

#### 1. City Hall (225 East Beaver Creek Road)

- The three (3) flagpole display immediately adjacent to the entrance of the Richmond Hill City Hall will be reserved to fly only the National Flag of Canada, the Provincial Flag of Ontario, and the Flag of the City of Richmond Hill. The National Flag of Canada will be flown on the centre flagpole which is the customary position of honour. To an observer facing the entrance to the City Offices, the Provincial Flag of Ontario will be flown to the left of the National Flag of Canada, and the Flag of City of Richmond Hill will be flown to its right.
- The National Flag of Canada will be flown on the two (2) community flagpoles when not in use for a Community Flag raising. The two (2) community flagpoles may also be used to fly flags approved by Council in recognition of significant events or milestones (e.g. Richmond Hill's 150<sup>th</sup> Anniversary).
- Where the City has received a significant award or recognition that includes an approved flag, which may be flown for a limited period of time, but no more than for one week each year, the flag shall appear on the Community Flagpole.
- No other flags will be flown on any of these flagpoles, except in the circumstances noted under the heading "Dignitary Visits."

## 2. Other Municipal Facilities

When the facility has only one (1) flagpole:

- The National Flag of Canada will be flown at facilities with only one flagpole. No flag will be flown under the National Flag of Canada. No other flags will be flown at these facilities, except in the circumstances noted in under the heading “Dignitary Visits.”

When the facility has two (2) flagpoles configured to form a single display:

- The National Flag of Canada and either the Provincial Flag of Ontario or the Flag of the City of Richmond Hill will be flown. The customary position of honour will be that the left flagpole to an observer facing the display will be used to fly the National Flag of Canada. No other flags will be flown on these flagpoles, except in the circumstances noted under the heading “Dignitary Visits.”

When the facility has three (3) flagpoles configured to form a single display:

- The National Flag of Canada, the Ontario Provincial Flag, and the Flag of the City of Richmond Hill will be flown. The National Flag of Canada will be flown on the centre flagpole which is the customary position of honour. To an observer facing the display, the Provincial Flag of Ontario will be flown to the left of the National Flag of Canada, and the Flag of City of Richmond Hill will be flown to its right. No other flags will be flown on these flagpoles, except in the circumstances noted under the heading “Dignitary Visits.”

Shared Government Facilities:

- At Shared Government Facilities (e.g. Richmond Hill & York Region Joint Fire & EMT Stations), the arrangement of flags at facilities shared by the City and another government will be decided by written agreement between the governments and in accordance with applicable protocol. The City Clerk will be responsible for representing the City and confirming such arrangements.

## 3. Dignitary Visits

In the event of a visit by a dignitary to a City of Richmond Hill facility, the City 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.

### Related Documents:

Community Flag Raisings and Flag Protocol Policy  
Proclamation Policy  
Flying Flags at Half-Mast Procedure  
Flag Raising Application