



# Procedure

<b>Procedure Name:</b>	Customary Flag Configuration
<b>Parent Policy:</b>	Community Flag Raisings and Flag Protocol Policy
<b>Procedure Owner:</b>	Director, Legislative Services/City Clerk
<b>Approved by:</b>	Council
<b>Effective Date:</b>	December 10, 2012
<b>Date of Last Revision:</b>	May 10, 2023
<b>Review Date:</b>	As required
<b>Procedure Status:</b>	Revised

## Purpose:

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

## Procedure:

Richmond Hill's procedure for the normal flying of flags will be guided by any flag protocol of the Government of Canada. Richmond Hill's protocol for the usual configuration of flags at municipal facilities will be:

### 1. Municipal Office (225 East Beaver Creek Road) – Principal Flagpole Display

- The three (3) flagpole display centered at the front of the main entrance of the Richmond Hill Municipal Offices 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.
- No other flags will be flown on any of these flagpoles, except in the circumstances noted under the heading "Dignitary Visits."

### 2. Municipal Office (225 East Beaver Creek Road) – Community Flagpole Display

- The Community Flagpole Display is the three (3) flagpole display to the right of the front entrance of the Municipal Offices.
- This Community Flagpole Display shall be used for approved Community Flag Raisings.
- For as long as the United Nations University - University Institute for Water Environment and Health ("UNU-IWEH") is a tenant of the Municipal Office, the National Flag of Canada of Canada will be flown on the centre flagpole. To an observer facing the entrance to the Municipal Office, the flag of the United Nations will be flown to the left of the National Flag of Canada, and either the Flag of the City of Richmond Hill or the Provincial Flag of Ontario will be flown to its right.
- Should the UNU-IWEH cease to be a tenant of the Municipal Office, the normal configuration of the Community Flagpole Display will be:
  - The National Flag of Canada on the centre flagpole which is the customary position of honour.

- To an observer facing the entrance to the Municipal 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.
- Where one (1) Community Flag Raising has been approved under the Policy, the flag will be flown on the flagpole to the right of the centre flagpole. If there are two (2) community flag raisings during the same time, the first will be flown on the centre flagpole and the second on the flagpole to the right of the centre flagpole. The flag of the United Nations will never be replaced by a Community Flag.
- 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.”

### 3. 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.

### 4. 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. Notwithstanding,

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while the UNU-IWEH is a tenant of Municipal Offices, the flag of the United Nations will not be moved without the prior consent of the UNU-IWEH.

### **Roles and Responsibilities:**

The City Clerk is permitted to make technical and other amendments to this procedure when necessary to ensure better alignment with Government of Canada flag protocols, or to address other situations pertaining to the tenancy of UNU-IWEH.

### **Related Documents:**

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