

Flag Replacement Policy

Policy Statement

The policy is intended to provide direction for town staff responsible for the maintenance and replacement of Town owned flags.

Purpose

The purpose of this policy is to establish a clear procedure for replacing the Town-owned flags located at Chisholm Park, Town Hall, and Columbus Field. The flags will be replaced twice a year, on June 1 and December 1, to ensure that they maintain their appearance and integrity.

Scope

This policy applies to all town-owned flags displayed at:

- Chisholm Park
- Town Hall
- Columbus Field

Procedure

Flag Replacement Schedule

Flags will be replaced twice annually on the following dates:

- June 1
- December 1

Flag Inspection

Prior to each replacement, a visual inspection of the flags should be conducted by designated Town staff. Inspections should occur on a bi-monthly basis. Inspections should identify any wear and tear, fading, fraying, or damage. If any flag is found to be damaged before the scheduled replacement date, it will be replaced.

Flag Installation

On the scheduled dates, or when a flag is deemed to be replaced due to inspection, designated Town staff will:

1. Remove the existing flags.
2. Install new, high-quality flag made of nylon or similar material, with grommet holes for hanging.
3. Ensure flags are securely and properly displayed in accordance with national flag protocol.

Proper Flag Disposal

General Disposal Guidelines:

- a. All flags removed from service must be disposed of in a respectful and dignified manner, in line with appropriate flag disposal practices.
- b. Disposal of Synthetic Flags (Nylon or Polyester)
 - i) Tearing into Strips: The flag should be carefully torn into strips, with each element (e.g., red and white) separated so that the remaining pieces are single-color strips.
 - ii) Deconstruction: Ensure that the torn pieces do not resemble any portion of the original flag, reducing all elements to unrecognizable forms.

Proper Disposal: Once deconstructed, the pieces can be disposed of by recycling synthetic material where possible or otherwise using an appropriate disposal method.

Alternative Disposal Methods: The Town may also utilize flag recycling programs offered by veterans' organizations or other approved entities.

Responsibilities

Town Staff:

The Town's Community Development team or designate will be responsible for conducting inspections, replacing the flags, and ensuring compliance with this policy.

Compliance and Reporting

If a flag is found to be in an unsuitable condition between scheduled replacements members of staff, council or the public should report the issue to the CAO. The Community Development Department will maintain records of flag replacements and inspections, noting any unscheduled replacements.

Budget and Resources

Funding for flag replacements will be allocated as part of the Town's annual maintenance budget.

CAO's Annotation for Official Policy Book

Date of Notice to Council Members Intent to Consider (Minimum 7 Days):

Date of Passage of Current Policy: October 7, 2024

I certify that this Policy was adopted by Council as indicated above.



Chief Administrative Officer

2024-10-24

Date

