



## POLICY

<b>TITLE:</b>	Municipal Flag Protocol Policy
<b>NUMBER:</b>	COU-003
<b>CATEGORY:</b>	Council
<b>DATE:</b>	May 16th, 2018
<b>REFERENCES:</b>	Canadian National Flag Protocol By-Law 2018-55

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### 1.0 Purpose:

This policy shall establish guidelines for flying flags at half-mast at municipally owned facilities to ensure fair and consistent application.

### 2.0 Definition:

To define the criteria and process for half-masting of flags at facilities of the Corporation of the Municipality of Centre Hastings (hereinafter referred to as the municipality) as a sign of mourning.

### 3.0 Displaying Flags

1. Only the National Flag of Canada, the Provincial Flag of Ontario and Municipality of Centre Hastings Flag shall be flown on flagpoles owned and maintained by the Municipality of Centre Hastings. Other governmental flags may be flown if the approval of the Mayor or CAO is first received.
2. Flags representing private organizations, events, and causes shall NOT be displayed.
3. All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the National Flag of Canada.
4. Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.

### 4.0 Half-masting

1. Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
2. Flags will be flown at half-mast on municipal properties in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions:
  - On the death of the Mayor or a sitting member of Council;
  - On the death of a current Municipal employee or volunteer fire fighter;
  - On the death of a former Head of Council;
  - On the death of the Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the province of Ontario;
  - On the death of the local member of parliament or local member of the provincial parliament;
3. The flags at fire stations may also be flown at half- mast in recognition of the death of active or retired municipal fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Ontario at the decision of the Fire Chief. The half-masting of such flags shall be performed by the fire station staff;
4. In accordance with Canadian and Ontario protocol, flags will be flown at half- mast on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, Chief Justice of Canada or a Federal Cabinet Minister;
5. Flags at the municipal office and the cenotaphs will be flown at half-mast in in recognition of Remembrance Day November 11, from 11:00 a.m. to coincide with the start of the ceremony at the National War Memorial, until the end of the work day);

## **Process for Half-masting**

1. The CAO shall be responsible for notifying the appropriate staff person at each facility of the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast;
2. When a flag is flown at half-mast, all other flags must also be flown at half-mast and at no time should the Canadian Flag be flown lower than any other flag;
3. The length of time that a flag will be flown at half-mast will be from the date of the death and up to and including the day of the funeral, unless otherwise outlined in this procedure;
4. The CAO, Parks Recreation and Culture Coordinator and the Public Works Superintendent will maintain an inventory of all flags flown at the Municipal buildings and facilities.
5. The appropriate staff at each location will be required to lower and raise the flags in accordance with the notice provided by the CAO;
6. Public notice of the reason for the half-masting will be posted on the Municipal website and at the Municipal office.

## **Definitions:**

- The Canadian Flag: The Canadian Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- The Ontario Flag: The current Ontario Flag as proclaimed by the Flag Act on May 21, 1965.
- Centre Hastings Flag – The Flag representing the Centre Hastings logo as approved.
- Half-mast: The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location but, as a general rule, the centre of the Flag should be exactly half way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.