

POLICY

POLICY NO: GG.1.13
SECTION: GENERAL GOVERNMENT - COUNCIL
TITLE/SUBJECT: FLAG PROTOCOL
ADOPTED DATE: June 15, 2005
REVISION DATE: November 21, 2007
September 19, 2018 (Resolution #09/19/18-04)

1. PURPOSE

To provide a protocol by which flags are flown at the Municipal office and other properties.

2. SCOPE

This Policy relates to (1) half-masting, and; (2) displaying flags/flag raisings.

3. PROCEDURE

Half-masting (3 days duration), upon notice of the death of an individual noted in this section, the municipal custodian shall be immediately notified to take action to lower the Canadian flag at the Municipal Administration Centre and other key flag locations (Davidson Centre, Underwood Office, Fire Hall). Flags shall only be lowered on the business days that the Municipal Office is open. A flag may be removed, for a period of time, due to inclement weather.

Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates. The flags flown at the Municipality of Kincardine and its properties are flown at half-mast through this specific application:

- on the death of the Mayor or a Member of Council
- on the death of a current Municipality of Kincardine employee; and
- on the death of a former Mayor
- on the death of a former Reeve

In accordance with protocol, flags will also be flown at half-mast:

- on the death of the Sovereign or members of the immediate Royal Family, the Governor General, the Prime Minister, a former governor general or a former prime minister.
- on the death of the Lieutenant Governor of Ontario or the Premier of Ontario; and

- on the death of the local Member of Parliament or local Member of Provincial Parliament

Flags will also be flown at half-mast, in recognition of the following dates:

- April 28, Day of Mourning. (To commemorate workers killed or injured on the job).
- November 11, Remembrance Day. (The flag is to be flown at half-mast from 11:00 a.m. to coincide with the start of the ceremony at the National War Memorial);

4. PROCESS FOR HALF-MASTING

The CAO's Department will be responsible for notifying all departments regarding the half-masting of flags with respect to the location, the reason and the duration that the flag will be flown at half-mast. Department contacts responsible for facilities and Municipality properties will be required to lower and raise the flags as per the CAO's Department notification. The CAO's Department will maintain an inventory of all flags flown at the Municipal Office and its corporate properties.

Displaying Flags/Flag Raising

Community Flag Poles

Municipality of Kincardine has three community flag poles located in front of the Kincardine Library at 727 Queen Street, Davidson Centre at 601 Durham Street and Tiverton Fire Hall at 15 McLaren Street.

The community flag poles will be used for the display of flags or flag raisings. Displaying flags or flag raisings enhance public awareness. Request for displaying flags and flag raisings, will be approved for:

- non-profit or charitable organizations;
- recognition of an important visit to the Mayor and Members of Council; and
- public awareness campaigns.

Requests will not be approved:

- for political parties or political organizations;
- for religious organizations or the celebration of religious events;
- if the intent is contrary to Municipal policies or by-laws;
- if the intent is to defame the integrity of Council; and
- if the event or organization has no direct relationship of the Municipality.

5. PROCESS OF DISPLAYING FLAGS/FLAG RAISINGS

Request to use the community flag poles must be submitted in writing to the CAO's Department at least 4 weeks prior to the day requesting the flag to be displayed. Written request must include the following information:

- organization name, address, contact, title, e-mail address, telephone and fax number;
- proposed date and time;
- identify whether request is for displaying a flag and/or a flag raising; and
- type of flag to be raised.

General Rules

- Approvals and use of the community flag poles will be granted on a first come first served basis;
- An organization's flag shall be flown no more than once per calendar year; organizations shall be required to submit flag raising requests on an annual basis;
- A flag shall be flown for a period of up to one month, or for the duration of the associated event, whichever is less; and,
- Flags shall only be raised and lowered on those business days that the Municipal Office is open.

Note: As per Canada's flag etiquette it is improper to fly the Canadian Flag with any other flag. "The National Flag of Canada should always be flown on its own mast or flag pole; flag protocol states that it is improper to fly two or more flags on the same mast or flag pole (for example, one beneath the other)."