

<b>POLICY MANUAL</b>	<b>Policy No. 1-4</b>
<b>For Municipality of South Dundas</b>	<b>Effective Date: January 1998</b> <b>Amended: June 15, 2020</b> <b>Amended: December 13, 2021</b> <b>Amended: September 26, 2022</b> <b>Amended: June 19, 2023</b>
<b>Subject: Flag Policy</b>	<b>Department: Council</b>

## **PURPOSE**

This Policy shall establish guidelines for flying flags at Municipally owned facilities to ensure fair and consistent application.

## **POLICY REQUIREMENTS**

### **Displaying Flags**

- 1.1 Only the National Flag of Canada, the Provincial Flag of Ontario and the South Dundas Municipal Flag shall be flown on flagpoles owned and maintained by the Municipality of South Dundas.
- 1.2 Flags representing private organizations, events and causes are not permitted. Except as per 1.3 to 1.6.
- 1.3 Exceptions is a flag to observe Truth and Reconciliation Day shall be flown at the Municipal Office. For a period of 21 days starting from the Monday of the week prior to September 30.
- 1.4 Exceptions is a progress pride flag in support and allyship of the LGBTQ+ Community shall be flown at the Municipal Office during the month of June.
- 1.5 Exception is the nautical flagpole at the Iroquois Plaza, which is owned by the Municipality, however, flags representing St. Lawrence Seaway Management Corporation, United States of America, Ontario, and Canada are flown. These flags are managed and maintained by The Iroquois District Business Group the flags shall be flown in general conformance with Section 1.6. The flagpole and hardware are maintained by the Municipality.
- 1.6 Special requests regarding private organizations, events and causes shall be reviewed by the Mayor in consultation with the CAO and Clerk.
- 1.7 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.

- 1.8 Flags shall be flown and displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.
- 1.9 Flags may be flown at half mast in recognition of an unforeseen National/Provincial event at the discretion of the Mayor and Clerk.

### **Half-Masting**

- 2.1 Flags are flown at the half-mast position as a sign of respect and condolence, or to commemorate significant dates.
- 2.2 Flags will be flown at half-mast at the South Dundas Municipal Centre 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 firefighter;
  - 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;
- 2.3 Flags may be lowered to half-mast as per direction from the Mayor, in consultation with the CAO and Clerk, in response to a significant event not captured within the Flag Policy.
- 2.4 The flags at Fire Stations may also be flown at half-mast in recognition of the death of active or retired firefighters; in recognition of line-of-duty deaths of firefighters 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.
- 2.5 In accordance with Canadian and Ontarian 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.

- 2.6 Flags at the South Dundas Municipal Centre and the cenotaphs will be flown at half-mast on special days as outlined in the Federal Half-Masting Rules Section 11 on the following days and in recognition of;
- April 28, Day of Mourning for Persons Killed or Injured in Workplace (Workers' Mourning Day);
  - June 23, National Day of Remembrance for Victims of Terrorism;
  - Second Sunday September, Firefighters' National Memorial Day;
  - Last Sunday in September, Police and Peace Officers' National Memorial Day;
  - September 30, National Day of Truth and Reconciliation
  - November 8, Indigenous Veterans Day
  - November 11, Remembrance Day (November 11 from 11 am to coincide with the start of the ceremony at the National War Memorial, until the end of the workday)
  - December 6, National Day of Remembrance and Action on Violence Against Women.
- 2.7 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.
- 2.8 The time period for flags at half mast shall include the day of death and up to and including the day of the funeral or such other time as deemed appropriate.
- 2.9 Public notice for the reason of the half-masting will be posted on the Municipal website and at the Municipal office.