



Policy & Procedures

Section: 1.0 Facilities

Policy: The Municipal Flag Protocol

By-Law: 2012-52, 2016-122

Date: 21 November 2016

Revision: 1

Coverage:

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

Policy Statement:

To define the criteria and process for half-masting of flags at corporate properties and facilities of the Corporation of the Township of Huron-Kinloss (hereinafter referred to as the Township) as a sign of mourning

Legislative Authority:

Canadian National Flag Protocol

Contents:

Displaying Flags

Municipal facilities shall fly the Canadian and Ontario flags and Huron-Kinloss flags where provision for the display of such flags has been made.

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:
 - a. On the death of the Mayor or a sitting member of Council;
 - b. On the death of a current Township of Huron-Kinloss employee or volunteer fire fighter;
 - c. On the death of a former Head of Council;
 - d. On the death of the Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the province of Ontario;
 - e. On the death of the local member of parliament or local member of the provincial parliament;
3. The Township of Huron-Kinloss flags at fire stations may also be flown at half-mast in recognition of the death of active or retired Township fire fighter; 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 at the discretion of 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 recognition of the following dates:
 - a. November 11, Remembrance Day (the National 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, until the end of the work day);
6. Flags may be flown at half-mast in respect of an individual not specifically identified in this section, at the discretion of the Mayor and or Clerk.

Process for Half-masting

1. The Clerk's Department 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. The Clerk's Department will attempt to notify the Lucknow Legion regarding the half-masting of flags.
3. 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;
4. 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;
5. The Clerk, The Director of Facilities and Recreation and the Director of Public Works will maintain an inventory of all flags flown at the Township buildings and its corporate properties;
6. The appropriate staff at each location will be required to lower and raise the flags in accordance with the notice provided by the Clerk;
7. Public notice of the reason for the half-masting will be posted on the Township website and at the Township 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.

Huron-Kinloss Flag – The Flag representing the Huron-Kinloss 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.

Attachment: Rules for Half-masting the National Flag of Canada

Flag Locations:

Lucknow Corner (Campbell Street & Inglis Street)

Lucknow Hill

Municipal Office in Ripley

Ripley Cemetery

Lewis Park

Point Clark & Huron Community Centre

Note: The Lucknow Legion/Cenotaph is controlled by the Royal Canadian Legion –
Lucknow Branch #309 not the Township.