

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2024-037

Being a by-law to Adopt a Flag Protocol Policy

WHEREAS Section 8 (1) of the Municipal Act S.O. c. 25, 2001 *as amended* states the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues. 2006, c. 32, Sched. A, s. 8.

AND WHEREAS Section 10 (2) of the Municipal Act S.O. c. 25, 2001 *as amended* states that a single-tier municipality may pass by-laws respecting the Accountability and transparency of the municipality and its operations and of its local boards and their operations.

NOW THEREFORE The Council of the Corporation of the Village of Sundridge enacts as follows:

1. That this By-law shall be entitled the "Flag Protocol Policy By-law".
2. That the Flag Protocol Policy, as set out in Schedule 'A' attached hereto, is hereby adopted for the Village of Sundridge.
3. This by-law shall repeal any previous Flag Protocol Policies enacted by the Village.
4. This By-law shall take effect upon the final date of passing.

PASSED THIS 25th DAY OF SEPTEMBER, 2024

Justine Leveque, Mayor

Nancy Austin, Clerk Administrator



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POLICY: Flag Protocol Policy	COUNCIL APPROVAL DATE: September 25, 2024
POLICY NUMBER: CO-2024-001	RESOLUTION NUMBER: 2024-278
SUPERCEDES POLICY NUMBER: N/A	REVISION DATE: N/A

Flag Protocol Policy

1. DEFINITIONS

Authorized Flags: Include the National Flag of Canada, the Flag of the Province of Ontario, Village of Sundridge Municipal Flag, and any other flag approved by the Council of the Village of Sundridge, including Specialty Flags.

Flag(s): The collective word for all Flags being flown on Village flagpoles.

Flag Etiquette Guideline: The guideline for the National Flag of Canada, as provided by the Government of Canada.

Flag of the Province of Ontario: The current Ontario Flag as proclaimed by the Flag Act on May 21, 1965.

Half-mast: The position of the Flag when flying at half-mast will depend on the size, the length of the mast and the location; but generally, the centre of the Flag should be halfway down the mast.

National Flag of Canada: The Canadian Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

Specialty Flags: A flag supporting or bringing attention to a local organization or association.



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Village: The Corporation of the Village of Sundridge.

Village Flagpole: Includes all flagpoles on Village property under the care and control of the Village.

2.POLICY STATEMENT

The Village of Sundridge acknowledges that flags are a symbol of honour and wishes to institute a policy which will show respect and dignity for the flags while providing opportunities to bestow an honour or express a collective sense of sorrow through the action of lowering flags to half-mast.

The intent of the policy is to provide clear guidance and direction to Village staff as to the appropriate times and processes for raising, displaying and half-masting of flags on Village flagpoles. In addition to establishing a process for the approval of Proclamations and the flying of Specialty Flags on Village Flagpoles.

3.SCOPE

Flag Etiquette in Canada

The National Flag of Canada and the flags of the Provinces and Territories are symbols of honour to all Canadians.

The National Flag of Canada should be displayed only in a manner befitting this important national symbol; it should not be subject to indignity or displayed in a position inferior to any other flag. As such, the National Flag of Canada should be displayed at a height greater than other flags at all times.

The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The etiquette outlined in this policy is an adaptation of customs the federal government has observed historically. Should Federal or Provincial Legislation pertaining to Flag Etiquette in Canada be introduced, it will take precedence over this policy.



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4.POLICY DETAILS

Guidelines

a. Displaying of Flags

- i. The only Flags flown on Village flagpoles are those authorized by the Village (see Authorized Flags under Definitions).
- ii. The National Flag of Canada should always be flown on its own mast. No Flag will be flown or displayed above the National Flag of Canada.
- iii. Where there is only one flagpole, the National Flag of Canada will be flown.
- iv. The National Flag of Canada will always be given the place of honour when flown or displayed with other Flags, including:
 - a) When two or more flags are flown together, the National Flag of Canada should be on the left as seen by spectators in front of the flags;
 - b) When three flags are flown together, the National Flag of Canada should occupy the central position, with the next ranking flag to the left and third ranking to the right, as seen by the spectators in front of the flag;
 - c) When there are flag poles of differing heights, the flag with the highest priority and honour shall be flown on the highest flag poles, and the remaining flags shall revert to flag priority on the shorter flag poles;
 - d) Where more than one flag is flown in a series and it is impossible to hoist or lower at the same time, the National Flag of Canada should be hoisted first and lowered last;
 - e) In all circumstances, the order of the flags shall reflect the hierarchy of the levels of government being represented;
 - f) Where the National Flag of Canada is being displayed vertically, horizontally, projected from a building, or on a speaker's platform, the Village will follow the 'Rules for Flying the National Flag of Canada' within the Flag Etiquette Guideline.



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- v. At Village facilities where flagpoles are not present, there shall be no requirement to install poles to fly flags. The flag(s) displayed are dependent upon the number of flagpoles available.
- vi. Wherever possible, the Village will adhere to the Flag Etiquette Guideline for the display of Flags.

b. Half-Masting of Flags

Flags are flown at the half-mast position as a sign of mourning. The act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all residents.

c. Procedure of Half-Masting

- i. For all mandatory half-masting, all Flags on Village flagpoles will be lowered;
- ii. For all discretionary half-masting, the Flags on Village flagpoles will be lowered at the discretion of the Clerk Administrator or their designate;
- iii. At no time will only one flag on a series of flagpoles be lowered to half-mast, all Flags flown together shall be at half-mast. At no time should the National Flag of Canada be flown lower than any other flag;
- iv. When a flag is lowered to half-mast, it should be first raised to masthead. If already lowered, the flag should still first be raised to the masthead;
- v. The position of the flag when flying at half-mast will depend on the size of the flag and the length the flagpole. However, it must be lowered at least to a position recognizable as "half-mast" to avoid the appearance of a flag which has fallen. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the flagpole;
- vi. Flags will be lowered to half-mast during regular business hours as soon as possible after the time of notification of an event or passing of person(s) under Section "4.d." of this policy, until the business day after the funeral or memorial;



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- vii. In all circumstances, the Clerk Administrator or designate shall direct the lowering of the Flags to the appropriate department;
- viii. The Clerk Administrator or designate will prepare and distribute a notice to the public (via social media) and staff of the reason, general information and/or resources, and duration of the half-mast;
- ix. The decision to half-mast Flags remains at the sole discretion of the Clerk Administrator or designate, unless it is a mandatory half-masting as per the customs of the Government of Canada (see Section 4.d.i. below).

d. When a Flag is to be Half-Masted

- i. **Mandatory Half-Masting (Government of Canada)**

Flags shall be lowered to half-mast upon notification of death for the following dignitaries:

- a) The Sovereign or a member of the Sovereign's immediate family, including but not limited to the Sovereign's spouse, the Heir to the Throne, and the Heir of the Heir to the Throne;
- b) The current or former Governor General, Prime Minister, Lieutenant Governor of Ontario, Premier of Ontario, Chief Justice of Canada; or
- c) A current member of the Cabinet of Canada (Canadian Ministry).

For mandatory half-masting, all Flags on Village Flagpoles will be lowered as soon as possible from notification until the business day after the funeral or memorial service, unless a different duration is advised by the Government of Canada or decided upon by the Clerk Administrator or designate.

- ii. **Discretionary Half-Masting**

Flags will be lowered to half-mast upon notification of:

- a) Any day declared by the Federal Government, the Province of Ontario, or the Council of the Village of Sundridge as a day of mourning.



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Flags may be lowered to half-mast upon notification of:

- b) A current member of the Ontario Provincial Police, dispatched from a local detachment who serviced the Village of Sundridge (e.g. Burk's Falls Detachment), killed in the line of duty;
- c) A current resident of the Village of Sundridge or member of a local Regiment who is a member of the Armed Forces of Canada, killed in the line of duty;
- d) A tragic catastrophic event in Ontario, Canada, or the world consistent with the Department of Canadian Heritage;

Notwithstanding the above, the Fire Chief or designate may, as a symbol of mourning, lower the flag to half-mast at the Sundridge Strong Fire Hall, for:

- f) The death of a retired firefighter/volunteer firefighter;
- g) The death of an active firefighter/volunteer firefighter;
- h) The death of a firefighter from another municipal jurisdiction, in the line of duty.

For discretionary half-masting, Flags will be lowered to half-mast during regular business hours as soon as possible from notification for a period of one week or up to and including the date of the funeral or memorial service, whichever comes first.

When a funeral or memorial service will not be scheduled within one week of the notification, Flags will be lowered to half-mast during regular business hours as soon as possible from notification for a period of 72 hours and then again on the date of the funeral or memorial service, or for a different duration as decided upon by the Clerk Administrator or designate.

iii. Mandatory Full-mast

Notwithstanding the above-noted periods of half-mast, the Flags on all Village flagpoles must be flown at full-mast on Victoria Day and Canada Day, as per the Holiday Act.

Note: This does not apply if the Flag is half-masted for the death of a Sovereign, but the Flag is flown at full-mast on the day on which the accession of the new



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monarch is proclaimed. This also does not apply if the Flag is half-masted for the death of the current Governor General or the current Prime Minister.

e. Additional Dates to lower Flags to Half-mast

The National Flag of Canada will be lowered to Half-mast at the Sundridge, Strong and Joly Cenotaph as part of the Remembrance Day Ceremony on November 11th every year and the Half-masting is overseen by the local Royal Canadian Legion.

f.

i. Proclamations and Public Awareness Campaigns

The Council of the Village of Sundridge recognizes the important contributions local organizations and associations provide to our community. As such, Council promotes the issuance of Proclamations and Public Awareness Campaigns to support these organizations and associations.

- a. A request for the issuance of a Proclamation or support of a Public Awareness Campaign shall be submitted, in writing, to the Village office by the first day of November of the year prior. All requests received will be brought to one Council meeting and direction will be provided to staff for the year ahead.
- b. The written request must include the following:
 - i. Name of the requesting organization;
 - ii. Contact information;
 - iii. Requested event or occasion;
 - iv. Date or time period of event or occasion;
 - v. Explanation or purpose of the event or occasion;
 - vi. Description of the applicant organization including any local; national, or international affiliation, brief history, and any other relevant information;
 - vii. Specific text of the Proclamation or Public Awareness Campaign.
- c. The Clerk Administrator or designate will notify the organization or association, in writing, of Council's support or non-support of the requested Proclamation or Public Awareness Campaign.



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- d. The Village will advise the general public of Council's support of a Proclamation or Public Awareness Campaign via the Village website, social media, and on the electronic message board at the Village office.
- e. The Village will not approve a Proclamation or Public Awareness Campaign that relates to: political parties or political organizations, religious organizations or religious events/celebrations, campaigns or events intended for profit making purposes, attempting to influence government policy, or supporting hatred, violence, or prejudice.
- f. Village initiated or National Proclamations or Public Awareness Campaigns (e.g. Fire Prevention Week) are not subject to this process.

ii. Special Requests for Flag Raising and Ceremonies

The Village of Sundridge recognizes the important contributions local organizations and associations provide to our community. As such, Council promotes the raising of flags to acknowledge these organizations and associations.

- a. A special request from a local organization or association wishing to raise their flag on the designated wall-mounted flagpole to mark an event will be submitted to the Village office by the first day of November of the prior year. All requests received will be brought to one Council meeting and direction will be provided to staff for the year ahead.
- b. The written request must include the following:
 - i. Name of the requesting organization;
 - ii. Contact information;
 - iii. Requested event or occasion;
 - iv. Date or time period of event or occasion;
 - v. Explanation or purpose of the event or occasion;
 - vi. Description of the applicant organization including any local, national, or international affiliation, brief history, and any other relevant information.
- c. Specialty Flags shall be supplied by the requesting organization or association one week prior to the date the flag is to be raised. Flags are to be no larger than 27x54 inches, and will be placed by Village staff. For safety reasons, under no circumstances are requesting organizations or associations to place their own flag in the wall mount.
- d. Specialty Flags shall be flown on the designated wall-mounted flagpole located at the Municipal Office, 110 Main Street.



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- e. A Specialty Flag shall be flown for the duration that the request is granted or for an appropriate period specified by Council. For greater certainty, Specialty Flags shall be flown for no more than one (1) month per calendar year.
- f. A Specialty Flag shall be flown no more than once per calendar year; organizations or associations shall be required to submit flag raising requests on an annual basis.
- g. Subsequent to Section 4.f.ii.b. should there be a conflict between requests, the request received from organizations or associations located within the Almaguin Highlands shall take precedence over a request received from organizations or associations from outside of the surrounding area. In the event a conflict is still present, Council will determine which flag will fly during the requested time.
- h. Specialty Flags shall only be raised and lowered during regular business hours as staff time permits. No accommodations will be made for requests for raising or lowering at specific times.
- i. Village initiated Flag Raisings are not subject to this process.
- j. Remembrance Day Flags and Sunflower Festival Flags will be flown annually at the appropriate times and will be installed and removed during regular business hours.

g. Disposal of Flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.