



Schedule A to By-law 17-2024

Flag Policy

Policy # [C] – [DI] - 00000

Date Last Reviewed:

1.0 Purpose and Scope

- 1.1 This policy creates a uniform protocol for the flying and half-masting of flags at all properties and facilities owned by the Municipality of Lakeshore.
- 1.2 This policy ensures that flags are flown, displayed, replaced, and disposed of in accordance with the etiquette and manner outlined by the Ontario Department of Canadian Heritage.
- 1.3 This policy applies to all buildings, properties, and facilities owned by the Municipality of Lakeshore

2.0 Definitions

- 2.1 **Cenotaph** means a monument erected in honour of the courage, valour, and sacrifice of those who have served and continue to serve Canada during times of war and conflict.
- 2.2 **Flag Raising** means the act of hoisting a flag on a flagpole from its lowered or folded position to its full height, making it visible and prominent.
- 2.3 **Half-mast** means the act of flying flags at a position that is equal distance from the top and bottom of a flagpole to mark periods of mourning or to commemorate solemn occasions.



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2.4 Municipality means the Municipality of Lakeshore.

2.5 Period of mourning means the day of passing until the day of the funeral.

2.6 Proclamation means an official public announcement or declaration given by the Municipality to formally recognize an individual, event or special interest group.

3.0 Interpretations

3.1 Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated, or re-enacted from time to time. Any references to a by-law or municipal policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

4.0 Policy

4.1 General Guidelines

4.1.1 Flags of nations, provinces and cities should always be flown on their own mast or pole. It is improper to fly two or more flags on the same flagpole.

4.1.2 Nothing should be pinned to, drawn or sewn onto a national, provincial, or municipal flag.



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4.1.3 Flags should not be obstructed or touch anything beneath them.

4.2 Flag Raising and Proclamations

4.2.1 The Municipality does not grant Flag Raising requests or issue Proclamations.

4.2.2 The Municipality shall only raise the following flags:

- a) National Flag of Canada;
- b) Ontario Flag;
- c) Municipality of Lakeshore Flag; and
- d) Franco-Ontarian Flag on Franco-Ontarian Day, celebrated annually on September 25.

4.3 Position of Honour

4.3.1 When facing the front of the building the observer will see the flags in the order below from left to right

4.3.2 Two Pole Display:

- a) National Flag of Canada (left)

- b) Municipality of Lakeshore Flag (right)



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4.3.3 Three Pole Display:

- a) Province of Ontario Flag (left)
- b) National Flag of Canada (centre)
- c) Municipality of Lakeshore Flag (right)

4.4 Half-Masting

4.4.1 The flying of flags at half-mast represents a period of official mourning.

4.4.2 The National Flag of Canada flown at the Municipality of Lakeshore Cenotaph will be flown at half-mast as part of the Remembrance Day ceremony.

4.4.3 The Flag at the Cenotaph location will only be flown at half-mast for Remembrance Day ceremonies.

4.4.4 Flags at other Municipally owned locations will be flown at half-mast in honour of Remembrance Day.

4.4.5 Flags will be flown at half-mast where feasible to do so as a sign of mourning upon the passing of the following persons:



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- a) His Majesty the King and members of the Royal Family;
- b) A past or present day Prime Minister;
- c) A past or present day elected member representative of the Federal, Provincial, and Municipal Governments;
- d) Present day employees of the Municipality of Lakeshore (Lakeshore flag only); or
- e) A Lakeshore resident who is a member of The Canadian Armed Forces or local police services passed while deployed on operations.

4.4.6 Flags will be flown at half-mast annually on the following days:

- a) April 28 – National Day of Mourning (Workers' Mourning Day);
- b) November 11 – Remembrance Day;
- c) September 30 – National Day for Truth and Reconciliation.



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4.5 Flag Maintenance

4.5.1 Flags will be inspected quarterly.

4.5.2 When a flag is damaged or the condition is no longer fit for display, it is to be retired and replaced.

4.5.3 Retired flags must be destroyed in a dignified manner.

5.0 Responsibilities

5.1 Council has the responsibility to:

5.1.1 Adopt and maintain the Flag Protocol Policy;

5.1.2 Approve the addition of annually recognized days of mourning when flags would be flown at half-mast.

5.2 The Chief Administrative Officer has the responsibility to:

5.2.1 Ensure compliance with this policy;

5.2.2 Give authorization to community services to facilitate and administer the raising/lowering of flags.



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5.3 The Corporate Leader – Community Health and Safety has the responsibility to:

5.3.1 Ensure that the protocols and procedures outlined in this policy are communicated to staff and carried out.

6.0 References and Related Documents

6.1 *National Flag of Canada Act*

6.2 Federal Department of Canadian Heritage

6.3 Ontario International Relations and Protocol

#	Date Revised	Author	Section	Details of Change
1				
2				
3				
4				

Refer policy questions to: Corporate Leader – Community Health and Safety