

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW 2011-90

Flag Policy

BEING A BY-LAW TO ADOPT A FLAG POLICY

WHEREAS by Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Subsection 2 of Section 11 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by Bylaw; and

WHEREAS the Council of the Town of Gananoque deems it expedient to adopt a Flag Policy, which will provide guidance and direction relative to the flying of the Canadian, Provincial, Municipal, and special occasion flags.

NOW THEREFORE the Council of the Town of Gananoque hereby enacts as follows:

- 1) That the Flag Policy attached hereto as Schedule 'A' and forming part of this by-law is hereby adopted.
- 2) That the effective date of this By-law shall be the date of the final passage thereof.


READ A FIRST, SECOND, THID TIME; passed, signed and sealed with the corporate seal this 20th day of September, 2011.



Mayor, Erika Demchuk



Clerk, Bonnie Dingwall

		The Corporation of the Town of Gananoque	
POLICY AND PROCEDURE MANUAL			
POLICY NO.	ADM 2011-03	POLICY TYPE:	Administrative
AUTHORITY	Council	APPROVAL DATE:	June 21, 2011
		EFFECTIVE DATE:	June 21, 2011
		LAST REVISION DATE:	
SUBJECT	Flag Policy		

PURPOSE

To define the criteria and process for flying fags at various municipally owned locations; and to provide direction as to the flying of a flag at half-mast for the purpose paying respect upon the death of a sovereign, political leader, or municipal employee (past or present).

POLICY

All flags shall be flown in a manner befitting their dignity, with the Canadian flag being flown in a position of dignity and priority. For example:

- 1) When flags are displayed to the same height, the Canadian flag is flown on the left as seen by the observer of the flags,
- 2) In a line of three flags, the Canadian flag should be in the centre,
- 3) When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag shall be flown in the centre,
- 4) When several flags are displayed at once and on the same level, the Canadian Flag shall be the first flag flown on the left as seen by the observer of the flags.

There shall be no more than one flag flown on a flag staff at any given time.

There shall be three main flags: Canadian, Provincial, and Municipal. From time to time other flags may be flown to signify a specific time period or event. The following shall be the standard of priority for the number of flag staffs.

- 1) Where there is one flag staff at a municipal property the flag to be flown shall be the Canadian Flag.

- 2) Where there are two flag staffs at a municipal property the flags to be flown shall be the Canadian Flag and the Provincial Flag.
- 3) Where there are three flag staffs at a municipal property the flags to be flown shall be the Canadian Flag, Provincial Flag and the Town Flag.

From time to time the Town may receive requests to fly a specific flag for the purpose of commemorating or recognizing a specific event or organization. The flying of these flags shall be determined by Council. Once approved by Council the special event flag shall replace the Town or Provincial Flag at Town Hall.

Half-Masting

Flags are flown at half-mast as a sign of mourning and the "Flags at Half-Mast" shall be implemented upon the mourning of sovereign, political leader, municipal employee (past or present) as provided in the chart, attached hereto as schedule 'A' and forming part of this Policy.

For the purpose of this policy, Members of Council and staff are requested to notify the Clerk's Department upon the death of any of the individuals noted in Schedule A.

The following departments shall be responsible for the lowering of the flag to half-mast at the specified location:

- Fire Department - at 340 Herbert St
- Parks, Recreation & Marina Department - at all Parks and Recreation facilities
- Public Works Department - at all other municipally owned properties

Flag Policy - Half-Masting

Canadian Flag

<ul style="list-style-type: none"> • Royal Family • Governor General • Chief Justice of the Supreme Court • Sitting Ministers of the Crown • Prime Minister • Lying in State of any individual 	From the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the service.
<ul style="list-style-type: none"> • April 28th each year 	Marking the Day of Mourning for People Killed or Injured in the Workplace (coinciding with World Day of Safety and Health at Work)
<ul style="list-style-type: none"> • June 23rd each year 	Marking the National Day of Remembrance for Victims of Terrorism
<ul style="list-style-type: none"> • Last Sunday in September of each year 	Marking Police Officer's National Memorial Day
<ul style="list-style-type: none"> • November 11th 	Marking Remembrance Day
<ul style="list-style-type: none"> • December 06th of each year 	Marking the National Day of Remembrance and Action on Violence Against Women

Ontario Flag

Lieutenant Governor of the Province of Ontario or former Lieutenant-Governor of the Province of Ontario	From the time of notification of death until sunset on the day of the funeral
Premier of Ontario or a former Premier of Ontario	From the time of notification of death until sunset on the day of the funeral
Member or former Member of the Legislative Assembly, for the local riding	From the time of notification of death until sunset on the day of the funeral

Municipal Flag

Member of Council (Past or Present)	From the time of notification of death until sunset on the day of the funeral
Warden of the United Counties of Leeds and Grenville	From the time of notification of death until sunset on the day of the funeral
Staff Member (Past or Present)	From the time of notification of death until sunset on the day of the funeral
A Town person of importance as designated by Council	From the time of notification of death until sunset on the day of the funeral