

Flag Policy			
Authority	Clerk's Department		
Establishing By-law No.	2011-090	Amending By-law No.	2019-094

1. PURPOSE:

This Policy is intended to provide a uniform and consistent protocol for the raising, displaying and flying a flag at half-staff at the Town Hall for the purpose of paying respect upon the death of a Sovereign, political leader, Member of Council, or municipal employee.

2. SCOPE:

This Policy applies to the Town Hall located at 30 King Street East.

3. AUTHORITY

The Town Clerk is responsible for the monitoring and administration of this Policy.

4. POLICY

4.1. 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:

4.1.1. When flags are displayed to the same height, the Canadian flag is flown on the left as seen by the observer of the flags.

4.1.2. In a line of three (3) flags, the Canadian flag should be in the centre.

4.1.3. When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag shall be flown the centre.

4.1.4. When several flags are displayed at once and on the same level, the Canadian flag shall be the first flown on the left, as seen by the observer of the flags.

4.2. There shall be no more than one (1) flag flown on a flag staff at any given time.

4.3. There shall be three (3) main flags: Canadian, Provincial and Municipal. The following shall be the standard of priority for the number of flag staffs.

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

4.3.2. Where there are two (2) flag staffs at a municipal property the flags to be flown shall be the Canadian Flag and the Municipal Flag.

**Flag Policy
Schedule 'A'**

**HALF-STAFFING OF FLAGS AT THE TOWN HALL
30 King Street East**

- 1. The Canadian and Town of Gananoque Flags shall be half-staffed upon the death of:**
 - 1.1. The Sovereign or a member of the Royal Family related in the first degree to the Sovereign;
 - 1.2. Current or former:
 - 1.2.1. Governor General of Canada
 - 1.2.2. Prime Minister
 - 1.2.3. Area Minister of Parliament (MP)
 - 1.2.4. Area Minister of Provincial Parliament (MPP)
 - 1.3. Lying in State of any Individual (Canada)
 - 1.4. Current or former Member of Council
 - 1.5. Warden of the United Counties of Leeds and Grenville
 - 1.6. Current or past Staff Member
 - 1.7. A Town person of importance as designated by Council.

****Note:** Should a funeral service be delayed, flags shall be at half-staff from the time of notification of death until the end of business day on the following day, and; from the beginning of the business day to the end of the business day on the date of the service.

- 2. Each year, on the dates provided below, the Canadian and Town of Gananoque Flags shall be half-staffed on:**
 - 2.1. April 28th – Marking the Day of Mourning for People Killed or Injured in the Workplace (coinciding with World Day of Safety and Health at work)
 - 2.2. June 23rd – Marking the National Day of Remembrance for Victims of Terrorism
 - 2.3. Last Sunday of each September – Marking Police Officer's National Memorial Day
 - 2.4. November 11th – Remembrance Day
 - 2.5. December 6th – Marking the National Day of Remembrance and Action on Violence Against Women