

Council Policy No.:	CP2021-038
Council Policy Name:	Flag Policy
Date Approved by Council:	August 10, 2021 CP2021-365
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of this policy is to ensure that flags at City of Kawartha Lakes sites are flown and displayed properly and that the procedure followed ensures the dignity and respect for who the flags are flown.

The City of Kawartha Lakes will fly flags on its premises on a permanent basis and on a temporary basis to mark special occasions. Flag-raising ceremonies enhance public awareness of activities such as national days, multicultural events, and fundraising drives. They encourage support from members of the public, and benefit and enrich the community. A flag-raising is the ceremonial raising of an alternate flag that can occur with or without an accompanying ceremony.

The City will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens.

Scope:

Applies to all flags flown and displayed at City facilities and spaces in Kawartha Lakes. The Department of Community Services will oversee the functional aspects of this policy in accordance with direction from this policy, the Mayor and the CAO.

Policy:

Flags at City Facilities and Spaces:

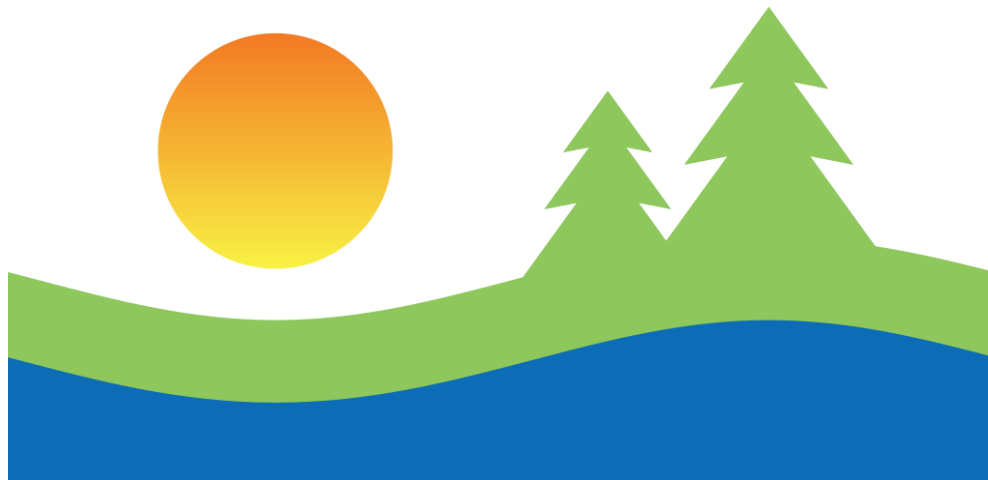
Subject to the number of available flag poles at a City Facility, priority should be given to the following flags in the following order:

1. The National Flag of Canada
2. The Provincial Flag of Ontario
3. The Municipal Flag of the City of Kawartha Lakes
4. Alternate Flags

Flags shall be displayed in accordance with the Position of Honour Etiquette of the National Flag of Canada as established by the Government of Canada.

The Municipal Flag of the City of Kawartha Lakes

The current Municipal Flag of the City of Kawartha is displayed below:



The Municipal Flag may be altered, replaced, or removed from service by a resolution of City Council. The City Clerk may amend this Policy to display any future flag adopted by resolution of City Council.

Flag-Raisings of Alternate Flags:

Alternate flags may be flown on additional flagpoles (Where four or more flagpoles exist), or by replacing the City of Kawartha Lakes Flag. The Flag of Canada must always be flown or displayed at all City facilities and spaces, and shall not be replaced for an alternate flag. No more than one flag shall be flown on a single pole.

The preferred location for flag-raising of alternate flags shall be Kawartha Lakes City Hall, however alternate locations may be considered.

The City will not fly the alternate flags of groups or organizations whose undertakings or philosophy are contrary to City of Kawartha Lakes policies or by-laws, espouse hatred, violence, or racism, or are politically or religiously motivated or represent other individual conviction.

Alternate Flags may be raised in consultation with the City Clerk and at the direction of the Mayor and the CAO:

- as a gesture of respect and friendship, the City of Kawartha Lakes will fly the appropriate flag on the occasion of a visiting dignitary for the duration of the visit.
- for groups and organizations whose mandates, programs or activities:
 - are directly related to the City of Kawartha Lakes by way of a relevant funding or partnership agreement; or
 - correspond with relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof.

Groups or organizations requesting a flag-raising:

- are required to submit their request to the Office of the Mayor on their group's / organization's official letterhead at least four weeks prior (but not earlier than one year in advance) to the date of the requested flag-raising;
- must provide the Office of the Mayor with the appropriate alternate flag; such flags can be flown annually; however, a new request must be submitted by the requestor each year;
- must provide the Office of the Mayor with a flag created specifically to represent their event; a national flag will not be flown to represent an event.
- must outline the requested duration of the flag-raising up to a maximum of 1 month of the year, and must outline the requested location of the flag.
- Shall be aware that if multiple requests are received from different groups or organization for the same time period, the Office of the Mayor may recommend alternate locations for the groups and organizations not given priority at their preferred location. The Mayor shall determine priority for conflicting flag-raising.

Half-Masting of Flags:

The half-masting of flags is an act of honour expressing a collective sense of sorrow shared by all citizens. The City of Kawartha Lakes will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion.

The flags will be lowered in accordance with this policy, or in circumstances not identified herein, at the direction of the Mayor and CAO. In the event that the Mayor or CAO is not available to consider the half-masting of flags for circumstances not identified herein, the City Clerk will have the delegated authority to decide on the half-masting of flags.

When flags are flown at half-mast, the Communications, Advertising and Marketing division will communicate via appropriate means to the public, the reasoning for the lowering of the flags.

Flags shall be flown at half-mast at City Hall, the Lindsay Service Centre, the Bobcaygeon Service Centre, the Coboconk Service Centre, the Omemee Service Centre and Logie Park upon notification of death until sunset the day of the funeral or memorial service of:

- The Sovereign
- Sovereign's Immediate Family
- Current and former Governors General of Canada
- Current and former Prime Ministers of Canada
- Current Lieutenant Governor of Ontario
- Current Premier of Ontario
- Current Member of Parliament, or Member of Provincial Parliament
- Current Mayor or Member of Council
- An employee of the City of Kawartha Lakes, Kawartha Lakes Police Service, or OPP – Kawartha Lakes Detachment, who dies in the line of duty or by reason of the position they occupy

Flags shall be flown at half-mast on:

- The National Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Firefighters' National Memorial Day (Second Sunday in September)
- Police and Peace Officers' National Memorial Day (Last Sunday in September)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6)

Flags may be flown at half-mast at the discretion of the Mayor and CAO (or in consultation with a direct family member or current Member of Council) at all or designated City of Kawartha Lakes facilities upon notification of death until sunset the day of the funeral or memorial service of:

- Former Lieutenant Governors of Ontario
- Former Premiers of Ontario
- Former Member of Parliament, or Member of Provincial Parliament
- Former Mayor
- Former Members of City Council when requested
- Former Mayors and Members of Councils of the former County of Victoria when requested
- Current employees of the City of Kawartha Lakes who die outside of the line of duty or by reason of the position they occupy

In the event of multiple flags being flown together, all will be flown at half-mast in accordance with this policy.

Where there is no funeral or memorial service planned to take place, the half-masting of flags shall occur on the date of notification of the death up to a maximum of three (3) days.

The Office of the Mayor and the Office of the CAO will coordinate the half-masting of the flags with the Director of Community Services.

Flags at Kawartha Lakes Fire Stations may also be flown at half-mast at the direction of the Fire Chief:

- in recognition of the death of inactive or retired Kawartha Lakes fire fighters;
- in recognition of line-of-duty deaths of firefighters in other municipalities; and
- in special circumstances outside of Ontario

The half-masting of such flags shall be performed by the station coordinator, or designate.

Flags at Kawartha Lakes Paramedic Stations may also be flown at half-mast at the direction of the Paramedic Chief:

- in recognition of the death of inactive or retired Kawartha Lakes paramedic;
- in recognition of line-of-duty deaths of paramedics in other municipalities; and
- in special circumstances outside of Ontario

The half-masting of such flags shall be performed by the station coordinator, or designate.

Disposal of Flags:

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be disposed of in a dignified manner. Flags of significant or historic importance shall be archived in the City's Records and Archives.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
1.0	August 10, 2021	Initial Release	