

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 alternate flags on its premises 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 National, Provincial and City flags at half-mast in the event of a death as prescribed in the Policy 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. Decisions regarding flag raising or lowering is at the discretion of the City Clerk, in consultation with the CAO and the Mayor's Office.

The Department of Community Services will oversee the functional aspects of this policy.

The Communications, Advertising and Marketing division will inform the public as to the reasoning of flag raising and lowering.

Policy:

Flags at City Facilities and Spaces:

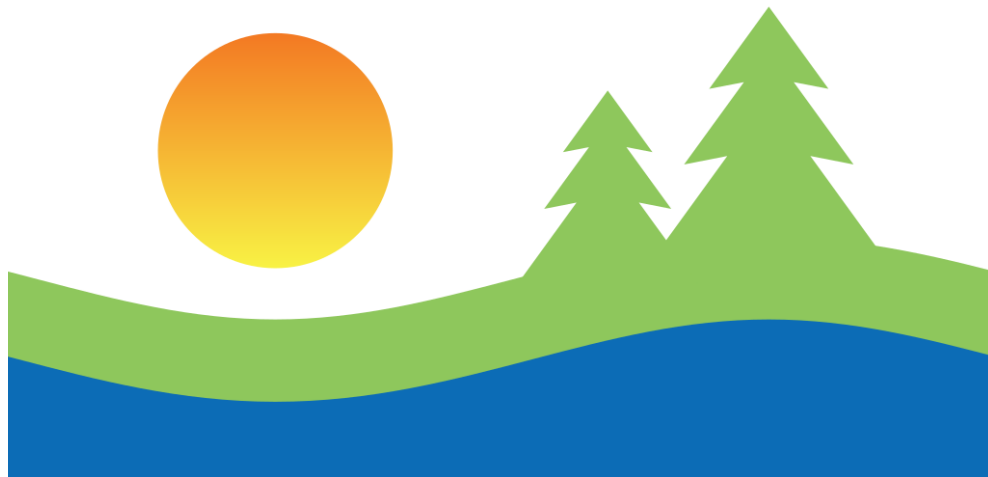
Subject to the number of available flag poles at a City Facility, priority should be given to the following flags in the following order:

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 location for flag-raising of alternate flags shall be Kawartha Lakes City Hall, 26 Francis Street, Lindsay.

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 according to the following criteria:

- 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 must meet the following criteria:

1. The day or cause to be recognized must reflect the corporate mission, vision and values.
2. The day or cause to be recognized **must not**:
 - involve violence, racism or hatred, nor have political or religious motivation.
 - have philosophy that is contrary to City policies/by-laws.
 - conflict with another recognized day or cause on the municipal calendar.
3. The day or cause to be recognized **must be** in connection with a local charitable or non-profit organization to:
 - help increase public awareness of their programs and activities; or
 - celebrate national or international distinction or a significant contribution to the community; or
 - recognize an organization that has helped to enhance Kawartha Lakes in a positive manner; or
 - celebrate significant historic milestones (e.g. 25th, 50th or 100th anniversary); or

- at the discretion of the City Clerk, in consultation with the Chief Administrative Officer as a symbolic gesture of collective community spirit and support.
4. An organization shall not be recognized more than once per calendar year.
 5. Organizations are required to submit recognition applications on an annual basis.
 6. There will be a maximum of two recognitions per month involving alternate flags.
 7. A flag may be flown for a period of up to one month, or for the duration of the associated event, whichever is less.
 8. Alternate flag raisings will not necessarily include a ceremony. This will be indicated in the online application form.
 9. All flag raisings will take place at City Hall, 26 Francis Street, Lindsay, at the eastern side of the building.

Conditions

The City will arrange for the flag to be raised and lowered by staff.

All other costs associated with recognition flag raising and ceremonies are at the cost of the local association (e.g. flags, audio/visual equipment, signage, speakers or any other equipment being used).

Please note: The City of Kawartha Lakes does not issue proclamations, as per the Procedural By-Law.

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 City Clerk and/or CAO or by following Federal and Provincial direction. When flags are flown at half-mast, the Communications, Advertising and Marketing division will update the appropriate page of the City's website to note the reasoning for the lowering of the flags.

All Flags shall be flown at half-mast at City Hall, the Cenotaph at 190 Kent St. West, Lindsay, the Bobcaygeon Service Centre, the Coboconk Service Centre, the Omemee Service Centre and Logie Park:

- **Current dignitaries**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

Former dignitaries

- Flags may be flown at half-mast at the discretion of the City Clerk, upon notification or request, at designated City of Kawartha Lakes facilities: 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

Additional Days of Recognition:

- 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)

Multiple Flag Poles:

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

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	
1.2		Flag protocol updated	City Clerk