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## FLAG POLICY

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### 1. PURPOSE

The purpose of the policy is to ensure that all flags on Municipal property are displayed in a consistent and appropriate manner to ensure the dignity and respect for who the flags are flown. This policy sets out the procedures that determine the raising and half-masting of flags. Flag-raising encourages support from members of the public, and benefit and enrich the community. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens.

### 2. SCOPE

This policy shall apply to external flags located at the Municipal Office and all municipally-owned sites equipped with a flag pole(s).

### 3. AUTHORIZED FLAGS

#### 3.1. The National Flag of Canada

The national flag of Canada is a red flag of the proportions two by length and one by width containing in its center a white square of the width of the flag, with a single red maple leaf centered therein. The colours red and white are Canada's official colours and with the maple leaf, are the symbolic elements found in the Canadian flag. The official ceremony inaugurating the new Canadian Flag was held on Parliament Hill in Ottawa on February 15, 1965.

#### 3.2. Province of Ontario Flag

The Province of Ontario flag is red and of the proportions two by length and one by width with the Union Jack occupying the upper quarter next to the staff and with the shield of the armorial bearings of the Province of Ontario centered in the half farthest from the staff. The flag was first raised in a ceremony in front of the Legislative Assembly building on May 21, 1965, the day it was proclaimed into force.

#### 3.3. Municipal Flag

The Municipality of Mississippi Mills flag was designed in 2007. The bridge refers to the "Five Span Bridge" in Pakenham, one of the three municipalities that amalgamated to form Mississippi Mills. Green represents agriculture and blue represents the Mississippi River and the importance it has played in the region's development. The three wheels refer to the name Mississippi Mills which honours the woolen mills, lumber mills and grist mills located by the river.

### 3.4. Community Flags (resolution 499-23)

Approved community flags will honour Mississippi Mills' diversity and important community events. Raising of community flags shall adhere to this policy and occur in a fair, inclusive and equitable manner.

### 3.5. Indigenous Flags (resolution 499-23)

Indigenous flags will honour Indigenous communities and peoples. Raising of Indigenous Flag shall adhere to this policy.

## 4. POSITION AND PRIORITY OF FLAG

4.1. In compliance with flag policy, an observer facing the display would find these flags positioned in the following manner beginning at the extreme left:

One pole Canadian flag



Two poles 1st Canadian flag, 2nd Municipal flag



Three poles 1st Provincial flag, 2nd Canadian flag, 3rd Municipal flag



Four poles 1st Canadian flag, 2nd Provincial flag, 3rd Municipal flag, 4th other flag



Five poles: 1<sup>st</sup> Canadian Flag, 2<sup>nd</sup> Provincial Flag, 3<sup>rd</sup> Municipal Flag, 4<sup>th</sup> Indigenous Flag, 5<sup>th</sup> Community Flag pole ([resolution 499-23](#))



## 5. RESPONSIBILITIES

- 5.1. The Clerk is responsible for ensuring compliance with this policy and established procedures at all of the municipal facilities.
- 5.2. The Clerk is responsible for ensuring that flags are replaced when they become worn, noticeably faded or otherwise unfit for service.
- 5.3. The Clerk shall inform the appropriate staff of an event that requires the lowering or raising of the flag(s).

## 6. HALF-MASTING OF FLAGS

### 6.1. General Provisions

The flying of flags at half-mast denotes a period of official mourning or commemoration. It is an act of honour expressing a collective sense of sorrow shared by all citizens.

- 6.1.1. In consultation with the Mayor, the Clerk will provide instruction to lower the flags at the Municipal Office and all municipal locations where appropriate.
- 6.1.2. The position of the flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the flag should be exactly half-way down the mast.
- 6.1.3. Flags will be flown at half-mast until the fourth day of the individuals passing for an official period of mourning or on the next business day following the fourth day. ([resolution 027-23](#))
- 6.1.4. Flags will be flown at half-mast on an annual basis to commemorate Remembrance Day on November 11.
- 6.1.5. When the Canadian Flag is flown at half-mast, all other adjacent flags will

also be flown at half-mast.

6.1.6. When the Municipal flag is flown at half-mast and where there is another flag on the same pole, the secondary flag shall be removed.

6.1.7. In the event of a death of a current or former Firefighter during a holiday or weekend. The Fire Chief or Deputy Fire Chief in consultation with the Mayor and Clerk may lower the flags as all municipal locations. (resolution 027-23)

## 6.2. Half-masting Rules for the National Flag of Canada

The Municipality will abide by the most recent federal policy regarding rules for half-masting the National Flag of Canada see Attachment I.

## 6.3. Half-masting Rules for the Provincial Flag

The Municipality will abide by the most recent provincial protocol regarding rules for half-masting the Provincial Flag of Ontario see Attachment II.

## 6.4. Half-masting Rules for the Municipal Flag

The Municipal flag shall be flown at half-mast upon the death of the following persons or as deemed appropriate by the Mayor or Council:  
(resolution 027-23)

6.4.1. Council (current and former)

6.4.2. Council's immediate family member (current)

6.4.3. Municipal staff (current)

6.4.4. Chief Administrative Officer (current and former)

6.4.5. Fire Fighter (current and former)

6.4.6. Lanark County Warden (current)

## 6.5. Discretionary Provisions

The flags shall be lowered in accordance with this policy, or in circumstances not identified herein, at the direction of the Mayor (or Deputy Mayor in the absence of the Mayor).

## 6.6. Half-masting rules for the Community Flagpole (resolution 499-23)

Should the municipality lower the National Flag of Canada, the flag on the Community Flag pole shall be the lowered.

## 6.7. Half-masting rules for the Indigenous Flagpole (resolution 499-23)

Should the municipality lower the National Flag of Canada, the flag on the Indigenous Flag pole shall be the lowered.

## 7. COMMUNITY FLAG RAISINGS (resolution 499-23)

7.1. All community flag raisings shall take place on the Community Flagpole located

in front of the Municipal Building at 3131 Old Perth Road.

7.2. It is the responsibility of the requesting organization to submit an application for a community flag raising to the Clerk's Department.

7.3. Requests will be confirmed on a first come, first served basis.

7.4. Organizations with approved flag raising requests are required to provide a flag and other information pertaining to their flag raising program in advance of the flag raising in accordance with standard operating procedures.

7.5. The Clerk's Department will assess and consult with the CAO and Mayor to approve community flag raising requests from charitable and non-profit organizations based on the following criteria:

7.5.1. The Municipality may fly flags on the Community Flagpole of:

- a) nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion;
- b) charitable or non-profit organizations to help increase public awareness of their programs and activities;
- c) organizations that have achieved national or international distinction or made a significant contribution to the community; and
- d) organizations that have a presence in the Mississippi Mills community, except those outlined in sections 7.5.2 or 7.5.3

7.5.2. The Municipality will not approve requests for flag raisings on the Community Flagpole requested by:

- a) Organizations or groups that are political or partisan in nature, including political parties or political organizations;
- b) Organizations that promote hatred, violence, racism, or discrimination any kind;
- c) Religious organizations;
- d) Organizations that have already flown a flag on the Community Flagpole within the same calendar year; or
- e) Commercial entities.

7.5.3. The Municipality will not approve requests for use of the Community Flagpole for flags that:

- a) Belong to nations not recognized by the Government of Canada;
- b) Represent political causes;
- c) Celebrate religious events;
- d) Celebrate corporate events;
- e) Support of groups, organizations, or events that promote beliefs contrary to any other Municipal policy or pose a reputational risk to the Municipal; or;
- f) Belong to nations that have already flown on the Community Flagpole within the same calendar year.

7.6. The Mayor, in consultation with the CAO and Clerk, may apply discretion to approve or deny a request for a flag raising based on reputational risk to the Municipality.

7.7. When requests do not meet the criteria outlined in this Policy, the Clerk will advise Council.

7.8. The Municipality reserves the right to cancel a flag raising in the case of an unforeseen circumstance.

7.9. Flags may be flown for a maximum of two (2) weeks.

7.10. When more than one flag raising request occurs for the same day, staff will make best efforts with the applicants to accommodate all requests.

## **8. INDIGENOUS FLAG POLE (resolution 499-23)**

8.1. All Indigenous flag raising will occur on the Indigenous Flag pole and may also occur on the Community Flag pole if there are no flags on the Community flag pole.

8.2. The Clerk or designate may consult with the Mayor and Indigenous Elders on the protocols to raise an Indigenous Flag.

8.3. The Municipality will be responsible for procuring Indigenous Flags.

## **9. DISPOSAL OF FLAGS**

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be destroyed in a dignified way.

## **10. RESTRICTIONS**

No other flag other than those cited in this policy shall be flown on municipally owned properties without the approval of Council.

## APPENDIX I

### RULES FOR HALF-MASTING THE NATIONAL FLAG OF CANADA

#### Objectives

The half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

It is in this context that the Government of Canada wishes to further develop the principles that will determine the half-masting policy relative to the National Flag of Canada as well as the precise arrangements to be put in place and exercised in a consistent and appropriate manner. Therefore, the Government of Canada has adopted the rules hereto attached.

#### Definitions

Unless the context otherwise requires it, the following terms shall mean:

**"Flag"** the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

**"Half-mast"** the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

**"Rules"** the Rules for Half-masting the National Flag of Canada.

#### I. Mandatory Half-masting

##### 1. The Sovereign, the Governor General and the Prime Minister

Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or the memorial service.

##### 2. Sovereign's Family

Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

##### 3. Former Governor General

Upon the death of a former Governor General, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to

be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **4. Former Prime Minister**

Upon the death of a former Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **5. Chief Justice of Canada and Members of the Canadian Ministry**

Upon the death of the current Chief Justice of Canada or a current member of the Canadian Ministry, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **6. Lieutenant Governors**

Upon the death of a current Lieutenant Governor, the Flag is flown at Half-mast on all federal buildings and establishments in the affected Province and on the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

#### **7. Privy Councillors and Senators**

Upon the death of a Privy Councillor, who is not a current member of the Canadian Ministry, or a current Senator, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her place of residence, excluding the Peace Tower if the place of residence is Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

#### **8. Members of the House of Commons**

Upon the death of a current member of the House of Commons, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her riding, excluding the Peace Tower if the riding is in Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

#### **9. Accredited Heads of Mission to Canada while in Canada**

Upon the death of an accredited Head of Mission to Canada (High Commissioner or Ambassador) while in Canada, the Flag on the Peace Tower is to be half-masted on the day of the funeral/memorial service or, should there be no such service



scheduled, on the day that the remains depart Canada. (Should a service be scheduled on a date different from the one that will witness the departure, half-masting would take place on the day of the service and not on the day that the remains depart Canada).

#### **10. Half-Masting Initiated by a Province or Territory**

When a Province or Territory Half-masts its provincial or territorial flag for a reason other than one provided for in the Rules, the Flag will be Half-masted within that Province or Territory, except on the Peace Tower if the Province is Ontario, to the same geographical extent and for the same duration as the Province or Territory Half-masts its flag. The Flag will only be Half-masted in the said Province or Territory upon notification to the Manager responsible for the administration of the Rules within the Department of Canadian Heritage by the Chief of Protocol of that Province or Territory of the reason, geographical extent and duration of the said Half-masting.

#### **11. Special Days**

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
- December 6, National Day of Remembrance and Action on Violence Against Women.

In addition, the Flag will be Half-masted on the Peace Tower:

- from sunrise to sunset on April 9, Vimy Ridge Day; and
- for the duration of the annual Memorial Service on Parliament Hill to remember deceased Parliamentarians.

## **II. Discretionary Provisions**

#### **12. Foreign Heads of State or Heads of Government - Half-masting Abroad**

Upon the death of a current foreign head of state or a foreign head of government, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country, consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager

responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

### **13. Special Circumstances in a Foreign Country**

To commemorate prominent citizens of a host country, or a resident of that country who had made a significant contribution to Canada, or special events affecting the host country, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

### **14. Employees of the Federal Government**

When an employee of a federal department, agency or Crown corporation dies in the line of duty or by reason of the position he or she occupies within that federal department, agency or Crown corporation, the Minister responsible for that organization may decide to Half-mast the Flag. Half-masting in such circumstances can only be carried out on those buildings and establishments affiliated to the organization. The Minister may decide on the geographical extent of the Half-masting and its duration. The decision must be shared immediately with the Manager responsible for the administration of the Rules within the Department of Canadian Heritage, and the Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office

### **The Department of National Defence's internal protocol on half-masting**

In the event of the death of a member of the Canadian Forces who is deployed on operations to a special duty area, unless special instructions are received, flags will be half-masted as follows:

- All flags within the task force to which a member is assigned at the time of death will be half-masted from the day of death until sunset the day of the funeral;
- All flags at the home base/station of the member will be half-masted from the day of death until sunset the day of the funeral;
- All flags within the environment (sea, land or air) to which the member was assigned will be half-masted from sunrise to sunset on the day of the funeral, and;
- All flags at National Defence Headquarters and at the headquarters of the operational command to which a member is assigned at the time of death will be half-masted from the day of death until sunset the day of the funeral.

### **III. Discretionary Authority of the Prime Minister**

#### **15. Foreign Heads of State or Heads of Government - Half-masting in Canada**

Upon the death of a current foreign head of state or a foreign head of government, and after consideration of his/her stature and the relation of that country with Canada, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower on the advice of Foreign Affairs, Trade and Development Canada and Canadian Heritage, and the recommendation of the Clerk of the Privy Council.

#### **16. Exceptional Circumstances**

In exceptional circumstances, and on the advice of the Department of Canadian Heritage and the recommendation of the Clerk of the Privy Council, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad, that is not provided for in the Rules.

#### **17. Delegation of Authority**

In the event that the Prime Minister is not available to consider the recommendations pursuant to Section 15 or 16 on an urgent basis, the Clerk of the Privy Council shall have the delegated authority to decide.

#### **18. Information from the Department of Canadian Heritage**

The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will provide information regarding past instances of Half-masting and recommendations as to the geographical extent and duration of any Half-masting under consideration pursuant to Sections 15 and 16.

### **IV. Procedures**

#### **19. Legal Holidays**

If the Flag is Half-masted anywhere in Canada or abroad in accordance with the Rules, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5): Victoria Day and Canada Day.

#### **20. Visiting Foreign Head of State or Head of Government**

If the Flag is Half-masted on the Peace Tower in accordance with the Rules, it must nonetheless be raised to full-mast while a foreign head of state or foreign head of government is visiting Parliament.

#### **21. Exceptions to Sections 19 and 20**

Sections 19 and 20 do not apply if the Flag is Half-masted for the death of the Sovereign, but the Flag is flown at full-mast on the day on which the accession of the new monarch is proclaimed. Sections 19 and 20 also do not apply if the Flag is Half-masted for the death of the current Governor General or the current Prime Minister.

#### **22. Half-Masting Notice**

Upon the occurrence of an event provided for in Sections 1 to 11 or upon the approval of the Prime Minister pursuant to Section 15 or 16, the Department of Canadian Heritage will send a notice to all relevant authorities instructing them to Half-mast the Flag. The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice

when Half-masting is carried out upon the death of a person.

**23. Coming into Effect**

The Rules, as amended, are effective as of June 2, 2003, and replace any previously existing rules developed through practice or articulated in Sections 12 and 13 of the General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (1966).

## APPENDIX II

### INTERNATIONAL RELATIONS AND PROTOCOL - PROVINCE OF ONTARIO

#### Section 4.0 Half-Masting

There is a standard practice for half-masting flags, established by the federal government and followed by all provinces. The practice is not mandatory for individuals or organizations, but is an adaptation of international usage and reflects a long-standing custom in Canada.

Flags at all provincial government buildings will be flown at half-mast upon the death of:

- the Sovereign
- a member of the Royal Family related in the first degree to the Sovereign (husband, wife, son, daughter, father, mother, brother or sister)
- the Governor General of Canada, a former Governor General
- the Lieutenant Governor of Ontario, a former Lieutenant Governor of Ontario
- the Premier of Ontario, a former Premier of Ontario
- the Prime Minister, a former Prime Minister
- any other person whom it is desired to honour
- and on commemorative anniversary dates legislated by the Provincial Government

Flags at all Ontario Government buildings within ridings or community of residence will be flown at half-mast upon the death of:

- a current Privy Councillor, Senator or a Member of the House of Commons from the Province of Ontario
- a current Member of the Provincial Parliament of Ontario

Flags are not normally half-masted for foreign or Commonwealth heads of state or government, as these fall under federal jurisdiction; nor for federal Ministers, Senators or Members of Parliament who are not from Ontario.

Flags at individual ministry or regional facilities may be half-masted in cases of lives lost while at work, or other tragic events. Flags at the Legislative Assembly are flown at half-mast at the discretion of the Speaker, not the Government.

Flags may be half-masted from sunrise to sunset on the day of the funeral in the region of the funeral for soldiers killed in the line of duty, who were originally from Ontario or recently posted to Ontario.

#### Annual Half-Mast Days

Ontario annually half-masts flags from sunrise to sunset on:

- April 28 – National Day of Mourning for Persons Killed or Injured in the Workplace
- June 23 – National Day of Remembrance for Victims of Terrorism
- The last Sunday in September- National Peace and Police Officers Memorial Day
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women