

## POLICY

**POLICY TITLE:** Flag and Half-Masting Policy

**POLICY NUMBER:** CS-2015-0003

**DATE:** May 26, 2015

**REFERENCES AND RELATED DOCUMENTS:** Government of Canada Canadian Heritage for Half-masting the National Flag of Canada.

Town of Halton Hills Report No. ADMIN-2007-0037 Review of Proclamations and Flag Policies

Town of Halton Hills Policy – PLCY-CL-2007-0004 Flags and Half-Masting Policy

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### **PURPOSE:**

To establish a standard criteria for flying and half-masting flags.

The Town of Halton Hills fly's flags at half-mast as a sign of mourning. This policy regulates criteria for half-masting of flags on corporate properties and facilities of the Town of Halton Hills.

### **DEFINITIONS:**

**Flag(s):** Includes the National Flag of Canada, the Province of Ontario Flag and the Town of Halton Hills Municipal Flag or any other flag permitted to be flown on Town of Halton Hills municipal flagpoles.

**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 generally the centre of the Flag should be half-way down the mast.

**Municipal Flagpole:** Includes all flagpoles on municipal property under the care or control of municipal staff.

## **SCOPE/STAFF PRIMARILY AFFECTED:**

This policy is to be followed by all Town staff on all municipal property and all Town facilities.

## **POLICY DETAILS:**

Only the National Flag of Canada, the Provincial Flag of Ontario and Town of Halton Hills Flag should be flown on flagpoles owned and maintained by the Town of Halton Hills. Other governmental flags may be flown if the approval of the Mayor or designate is first received before being displayed on municipal flagpoles.

Flags representing private organizations, events, and causes shall NOT be displayed, except for flags representing established not-for-profit organizations dedicated to the promotion and preservation of Human Rights in Ontario where the flag raising is requested in recognition of an event(s) or project(s) in Ontario that is intended to promote the upholding of those rights protected under the Ontario Human Rights Code, or to prevent discrimination in Ontario based on any of the protected grounds set out in the Ontario Human Rights Code (Race, Ancestry, Place of Origin, Colour, Ethnic Origin, Citizenship, Creed, Sex, Sexual Orientation, Age, Marital Status, Family Status, or Disability). Any such requests from established not-for-profit organizations shall be made to the Town Clerk who shall obtain the prior approval of the Mayor or Council to the flag-flying requested. Any such flag-flying requests shall be for no longer than one week to mark the event(s) or projects(s). Also, any such flag-flying requests shall be treated on a "first-come, first served" basis for any period of time requested.

All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the National Flag of Canada, as adopted by the Departments of Canadian Heritage and Secretary of State.

Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately.

The Town of Halton Hills follows Federal and local protocol in flying the National Flag of Canada at half-mast on certain occasions, including as directed by the Department of Canadian Heritage. Half-masting of flags will occur from the day of death, up to and including the day of funeral, in the event of the death of any of the following persons:

- The Reigning Sovereign or member of the Royal Family in the first degree (spouse, son, daughter, father, mother, brother, sister)
- The Governor General of Canada
- The Prime Minister of Canada
- The Lieutenant Governor of Ontario
- The Premier of Ontario
- A current member of Town Council or Regional Council
- A current Town Employee
- The Federal Member of Parliament for Halton

- The Provincial Member of Parliament for Halton
- Any former Mayor of the Municipality
- A current member of Halton Hills Hydro
- A current School Board Trustee
- In any other circumstance as determined by the Office of the Mayor and CAO
  - For example: for a current member of the Hillsvie Active Living Centre a request could be granted to half-mast the flag for those facilities only.

Lowering of flags will be approved by the Office of the Mayor and CAO. The National Flag of Canada, the Provincial Flag of Ontario and the Town of Halton Hills Municipal Flag will be flown at half-mast.

An internal communications plan is attached as Appendix A.