

Mayor Craig, Deputy Mayor Clark and Members of Council, thank you for the invitation to present my Delegation Request to update Policies. Flag Protocol Policy # GG.1.13 from September 18, 2018 to a revision date in 2023.

This presentation is to (1) Update Flag Protocol Policy #GG.1.13 (2) Reasons for update. (3) Remove Appendix A to GG.1.3 Flying Request Form and (4) Confirm Appendix A to GG.1.3 is not included in Special Events Online Application, Guide & Policy PD.5.2 Special Events Bullet list- signage/street banners.

This is NOT a presentation to cancel any organization's opportunity to submit a Special Event Application for their event. Reason for Policy changes is to update to present date 2023 and remove Community Flag Pole option.

1. Organizations can NOW easily promote their events on many platform options: Websites, Digital News, Printed Newspaper, and Local TV & Radio

2. Council and Staff will spend NO time on flag forms reviewing/researching an organizations ideology designation.

3. Municipal Flag poles stay neutral.

4. All Municipal buildings stay neutral with NO promotion of banners/flags.

5. Eliminates organization political controversy which changes year to year.

6. Protects the municipality from future organization requests and Councils personal bias in selection

Work through DRAFT policy.....

**This Flag Protocol Policy with simplified revisions for Council & Staff will show respect for ALL Municipality of Kincardine residents and unite us by flying National, Provincial and Municipal Flags.**

Thank You

## 1. PURPOSE

To provide a protocol by which flags are flown at the Municipal office and properties.

## 2. SCOPE

This Policy relates to (1) half-masting and (2) displaying flags/flag raisings.

## 3. PROCEDURE

Half-masting (3 days duration), upon notice of the death of an individual noted in this section, the municipal custodian shall be immediately notified to take action to lower the Canadian flag at the Municipal Administration Centre and other key flag locations (Davidson Centre, Underwood Office, Kincardine /Tiverton Fire Hall). A flag may be removed, for a period of time, due to inclement weather.

Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates. The flags flown at the Municipality of Kincardine and its properties are flown at half-mast through this specific application:

- on the death of the Mayor or a Member of Council
- on the death of a current Municipality of Kincardine employee
- on the death of a former Mayor
- on the death of a former Reeve

In accordance with protocol, flags will also be flown at half-mast:

- on the death of the Sovereign or members of the immediate Royal Family, the Governor General, the Prime Minister, a former governor general or a former prime minister.
- on the death of the Lieutenant Governor of Ontario or the Premier of Ontario; and on the death of the local Member of Parliament or local Member of Provincial Parliament

Flags will also be flown at half mast, in recognition of following dates:

- April 28 Day of Mourning (to commemorate workers killed or injured on the job)
- **The second Sunday in September: Firefighters' National Memorial Day.**
- **The last Sunday in September: National Peace and Police Officers**
- November 11 Remembrance Day (the flag is to be flown at half- mast from 11:00am to coincide with the start of the ceremony at the National War Memorial)

The CAO's Department will be responsible for notifying all departments regarding the half-masting of flags with respect to the location, the reason and the duration that the flag will be flown at half-mast. Department contacts responsible for facilities and Municipality properties will be required to lower and raise the flags as per the CAO's Department notification. The CAO's Department will maintain an inventory of all flags flown at the Municipal Office and its corporate properties.

**Displaying Flags/Flag Raising**

**Municipality of Kincardine Flag Poles**

The Municipality of Kincardine flag poles at:

Municipal Office 1475 Con 5	<u>1 Pole- 1 flag</u>
Kincardine Library 727 Queen Street	<u>3 Poles- 3 flags</u>
Davidson Centre 601 Durham Street	<u>1 Pole- 1 flag</u>
Tiverton Fire Hall 15 McLaren Street	<u>2 Poles- 2 flags</u>
Kincardine Fire Hall 127 Mahood Johnson Beach Harbour Street	<u>1 Pole- 1 flag</u>

- All calendar days fly National, Provincial & Municipal Flags
- Requests for Municipal flag poles for Special Events will NOT be approved

**5. PROCESS OF DISPLAYING FLAGS/FLAG RAISING**

As per Canada's flag etiquette it is improper to fly the Canadian Flag with any other flag. "The National Flag of Canada should always be flown on its own mast or flag pole; flag protocol states that it is improper to fly two or more flags on the same mast or flag pole (for example, one beneath the other on the same mast)." Flags must fly according to # of poles in each location:

*Flag placement*

Ontario's flag protocol determines the position of the flags at provincial events or ceremonies.

**Positioning of one flag**                      *Canada*

If you stand facing the flags, the position of honour is to the left. Canada's flag is on the left, and the other — whether it is a national or sub-national flag — is on the right, as follows:

**Positioning of two flags**                      *Canada*                      *Ontario*

If you stand facing the flag, Canada's flag is in the centre, Ontario's flag is to the left and the municipal flag is to the right, as follows:

**Positioning of three flags — with a municipality**

*Ontario*      *Canada*      *Municipality*