



Municipality of Dysart et al

Policies and Procedures Manual

Flag Protocol Policy

November 26, 2024

Policy No. 74

Purpose

To define the criteria and process for displaying, raising and half-masting the flags on municipal properties and facilities of The Corporation of the Municipality of Dysart et al (hereinafter referred to as the Municipality) to ensure fair and consistent application.

Display of Flags

The Municipality may display flags representing Canada, the Province of Ontario and any other flags that meet the criteria of this policy.

The National Flag of Canada shall be displayed at the following municipal properties:

- The Municipal Office
- The A.J. LaRue Arena
- The Fire Department
- The Haliburton Cenotaph
- The Head Lake Boardwalk
- The Haliburton Highlands Museum
- The West Guilford Community Centre

Only one flag shall be displayed per flagpole.

Where there are two flagpoles, the National Flag should be flown on the flagpole to the left to an observer facing the flag. When three flags are flown, the position of honour is in the centre. When more than three flags are displayed, the position of honour is the farthest to the left when an observer is facing the display.

All Members of Council and Municipal Employees have a responsibility to bring to the attention of the Chief Administrative Officer incorrect flag displays or replacement requirements.

Council Chambers

The flags in the Dysart et al Council Chambers are displayed on a flag stand with the National Flag of Canada on the left, the Provincial Flag of Ontario to the right. In determining the left and right location, the observer stands facing the flags.

Half-mast Protocol:

Flags are flown at the half-mast position as a sign of mourning or to commemorate a solemn occasion where a sense of loss is shared by all citizens. Flags will be lowered to half-mast at the A.J. LaRue Arena.

The Mayor, Chief Administrative Officer or the Clerk will authorize the lowering of the flag to half-mast and the duration the flag is to be flown at half-mast. All Members of Council and Municipal Employees have a responsibility to bring to the attention of the Mayor or Chief Administrative Officer respectively any occasion where it may be considered appropriate for half-masting.

Flags will remain at half-mast generally for three days in the event of the death of:

- The Sovereign or spouse;
- The current Governor General;
- The current Prime Minister of Canada;
- The current Lieutenant Governor of Ontario;
- The current Premier of Ontario;
- The current Member of Parliament or Member of Provincial Parliament Representing Dysart et al;
- Current member of the Municipal Council;
- Former Mayor of Dysart et al;
- A special honour for someone the Municipality wishes to respect at the discretion of the Mayor or their designate.

The Chief Administrative Officer or designate shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

Annual Days of Significance

The Municipality shall fly flags at half-mast on special days as established by the [Federal Government of Canada](#). Below is a list of special days and months recognized by this policy.

- 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 second Sunday in September - Firefighters' National Memorial Day;
- The last Sunday in September - National Peace and Police Officers Memorial Day;
- September 30 – National Day for Truth and Reconciliation;
- November 11 – Remembrance Day
- December 6 - National Day of Remembrance and Action on Violence Against Women

Full Mast Protocol

If the flag is half-masted, it must be flown at full-mast on the following legal holidays pursuant to the *Holidays Act* (R.S.C., 1985, c.H-5), as amended:

- Victoria Day
- Canada Day

Exceptions to the above, the flag remains half-masted for the death of the following:

- The Sovereign
- Current Governor General
- Current Prime Minister

Community Flag Display Requests

The Municipality will designate one flagpole at the A.J. LaRue Arena as the community flagpole.

Community Flag Raising Criteria

The community flagpole may be used to fly flags:

- To celebrate civic events important to the residents of Dysart et al;
- To promote community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To promote charitable fundraising campaigns;
- To celebrate arts or cultural events;
- Improve public awareness of programs and/or activities;
- To celebrate special honours for individuals or organizations for special achievements; or
- For other reasons as determined by Council.

The community flagpole will not be used for the following purposes:

- Matters that promote discrimination, hatred, violence or prejudice;
- Political parties, political organizations, or candidates for election;
- Religious organizations or religious events or celebrations;
- Fundraising drives that are political or religious in nature;
- Celebrations, campaigns or events with no direct relationship to the Municipality;
- Celebrations, campaigns or events contrary to Municipal Policies or by-laws;
- Celebrations, campaigns or events intended to defame the integrity of the Municipality;
- Corporate promotion;
- Celebrations, campaigns or events intended for commercial profit-making purposes;
- Campaigns attempting to influence government policy; or
- Matters that are contrary to any law.

Applications for Community Flag Raising

Community flag raising requests must be made in writing and include the following information:

- Name of the requesting organization;
- Contact information;
- Requested event or occasion;
- Date or time period of event or occasion;
- Explanation or purpose of the event or occasion;
- Picture of the flag to be flown; and
- Description of the applicant organization including any local, national international affiliation, brief history, and any other relevant information.

Community flag display requests shall be made to the Clerk who will include the request on the next Council agenda meeting for review and approval. Requests made less than four (4) weeks prior to the requested date may not be accommodated.

At the discretion of the Clerk in consultation with the Mayor and Chief Administrative Officer, requests to display a flag on municipal property shall be automatically denied when the subject matter:

1. Promotes ideological, religious or other beliefs that promote hate;
2. Is contrary to any law; or
3. Is a corporate sponsorship.

Pre-Approved Community Flags

Pre-approved community flags represent an [Important or Commemorative Day](#) as recognized by the Government of Canada Ministry of Culture, History and Sport, have

been requested by community groups in the past and/or are relevant to the Dysart et al community. The following flags shall be considered pre-approved:

- Haliburton County Snowmobile Association Flag (Ontario Snowmobile Safety Week)
- Pride Flag (Flag will be raised for Minden Pride Week)
- Every Child Matters Flag (Flag will be raised for a week leading up to and including the National Day for Truth and Reconciliation)
- Poppy/Lest We Forget Flag (Flag will be raised three weeks before Remembrance Day and lowered one week following Remembrance Day)
- Elimination of Violence Against Women for 16 Days of Activism Against Gender Violence (Flag will be raised for the first week of the campaign)

Rules for the Community Flagpole

- Requests must support residents or events in Dysart et al such as a public awareness campaigns and foster a sense of community.
- Requests must relate to activities or subject matter that demonstrates respect and tolerance for all Dysart et al residents.
- Approvals and use of the community flagpole shall be granted on a first-come first-serve basis.
- Applications shall only be considered once per year per organization.
- Flags shall be flown for up to one (1) week at a time with the exemption of the Poppy/Lest We Forget Flag which will be flown for one (1) month.
- Approved flags must be provided to the Municipal Office at least five (5) days prior to the requested display date.
- Flags shall only be raised and lowered on those business days the Municipal Office is open.
- Flags must not be larger than 3 ft x 6 ft (36" x 72").

Flag Replacement

Flags may be replaced as necessary if they become faded or frayed and are not acceptable for display.

Damaged flags shall be replaced promptly.

It is the responsibility of Council and Staff to bring to the attention of the Chief Administrative Officer flag replacement requirements.

Disposal of Flags

When the National Flag of Canada becomes unfit for service, it must be disposed of in a dignified manner. Staff shall follow the guidelines for the disposal of the National Flag of Canada outlined on the Canadian Heritage Website:

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/disposal.html>.

Further Regulations

This policy does not include all possible scenarios for displaying flags. Additional information on Flag Protocol and Etiquette can be found on the Canadian Heritage Website at www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/about.html and on the Provincial Website at www.ontario.ca/document/flag-protocol.