

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

**BY-LAW NO. 2016-60**

**"A BY-LAW TO ESTABLISH A FLAG PROTOCOL POLICY"**

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a Flag Protocol Policy;

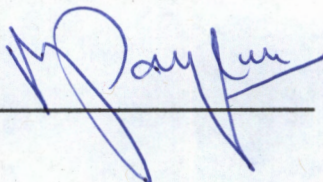
**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The Flag Protocol Policy attached hereto as Schedule "A" shall form apart of this by-law.
2. That this By-law shall come into force and take effect upon passing.

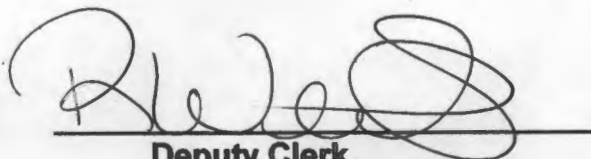
Read a first and second time in open Council this 26<sup>th</sup> day of September, 2016.

Read a third and final time, passed, signed and sealed in open Council this 26<sup>th</sup> day of September, 2016.

**Mayor**



**Deputy Clerk**



## **Schedule “A”**

### **By-law 2016-60**

#### **Flag Protocol Policy**

**1. Purpose:**

This policy is intended to provide a uniform and consistent protocol for the raising, displaying and flying a flag at half-mast at all properties and facilities owned and operated by the Township of Edwardsburgh Cardinal.

**2. Definitions:**

“Council” – means the Council of the Corporation of the Township of Edwardsburgh/Cardinal

“Township” – means the Corporation of the Township of Edwardsburgh Cardinal

“Flying a Flag at Half-Mast” – means the action of flying a flag at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

**3. Scope:**

This policy applies to all properties and facilities owned and operated by the Township, as well as the locations of all Township run events, except those that take place where the policies of another government body would take precedence.

**4. Policy Statement:**

The Township of Edwardsburgh Cardinal owns and manages flag poles throughout the Township. This policy will establish guidelines for the display of flags at the Township's facilities and events.

**5. Protocol:**

**5.1 Position and Size of the Flag**

When there are two flagpoles, the National Flag of Canada should be flown on the flagpole to the left of the observer facing the flag. When multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must be the same height.

**6. Flag Raising:**

**The Township of Edwardsburgh Cardinal does not entertain requests for flag raising for special events, agencies or organizations.**

## **7. Flying a Flag at Half-Mast:**

The flying of flag(s) at half-mast is an act of honour expressing a collective sense of sorrow shared by the Township. The Township of Edwardsburgh Cardinal shall fly its flag(s) at half-mast in accordance with national and provincial protocols as published by the Ministry of Canadian Heritage and the Office of International Relations and Protocol.

### **7.1 Flying the Flag at Half-Mast to Mark a Period of Mourning:**

The federal and provincial government practice of half-masting flags is an adaptation of international usage and reflects a long-standing custom in Canada.

To honour the deceased, flag(s) will be flown at half-mast from the time of the death notification until sunset of the day of the memorial/funeral service. In the event of an excessive delay between the notification and the memorial service, the flag shall be lowered for the three days prior to the service.

Flags at Township properties shall 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, or a former Governor General of Canada
- The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario
- The Premier of Ontario, or a former Premier of Ontario
- The Prime Minister, or a former Prime Minister
- A past or present-day elected area representative of the Federal or Provincial governments
- A Senator or Member of the House of Commons from the Province of Ontario
- As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario
- A past or present Mayor or Member of Council
- A present-day employee of the Township of Edwardsburgh Cardinal
- A present-day Fire Chief or Deputy Fire Chief.

Flags at both Edwardsburgh Cardinal Fire Stations shall be flown at half-mast upon the death of:

- A past or present-day Fire Chief or Deputy Fire Chief
- Any current member of the any fire department in Leeds and Grenville
- Any line of duty death for any firefighter in Ontario

- Any other special circumstances for line of duty deaths for firefighters at the discretion of the Fire Chief

## **7.2 Flying the Flag at Half-Mast to Commemorate other Occasions**

Flag(s) flown at the Edwardsburgh Cardinal Municipal Office shall be lowered to a half-mast position from sunrise to sunset to observe the following days:

- **April 28:** National Day of mourning for Persons Killed or Injured in the Workplace
- **June 23:** National Day of Remembrance for Victims of Terrorism
- **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

## **7.3 Procedure for Half-Masting:**

The flag(s) is brought to the half-masting position by first raising it to the top of the mast then immediately lowering it slowing to the half-mast position. The acceptable position for half-masting is to place the center of the flag exactly half-way down the flagpole in order to avoid the appearance of the flag which has accidentally fallen down from the top of the mast.

When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the National Flag of Canada first, followed by the Province of Ontario Flag.

## **8. Other Procedures**

### **8.1 Dignity of the Flag(s), National Flag of Canada Takes Precedence**

At all times, flag(s) shall be treated with dignity and respect. The National Flag of Canada should not be displayed in a position inferior to any other flag or ensign. The National Flag always takes precedence over all other flags with the exception of the personal standards of members of the Royal Family and Her Majesty's representatives in Canada.

### **8.2 Replacement of Flag(s)**

Flag(s) may be replaced as necessary if they become faded or frayed and are not acceptable to display. Damaged Flag(s) shall be replaced promptly.

### **8.3 Disposal of Flag(s)**

When a flag is no longer in a suitable condition for use, it shall be destroyed in an appropriate manner.