

**THE CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS**

**BYLAW 2018-066**

---

**Being a Bylaw to Formally Adopt a Flag Policy for the Municipality of Hastings Highlands.**


**WHEREAS** the *Municipal Act 2001*, c. 25 S.O. 2001, as amended allows a Municipality to pass bylaws respecting matters in its jurisdiction;


**AND WHEREAS** the Council of the Municipality of Hastings Highlands deems it desirable to adopt certain policy statements with respect to all flags flown at the Municipal Office that will provide guidance to both Council and Staff as to the appropriate times for lowering flags to half-mast;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS ENACTS AS FOLLOWS;**

1. **THAT** the Council of the Municipality of Hastings Highlands hereby formally adopts the Flag Policy attached hereto as Schedule "A" to this Bylaw;
2. **THAT** this policy is designed to be implemented in accordance with the governing legislation. Should there be any incongruences between the policy and the governing legislation, the provisions of the governing legislation will prevail; and
3. **THAT** this Bylaw shall become effective upon passing.

**ENACTED** and **PASSED** in Council this 20<sup>th</sup> day of June 2018.

  
\_\_\_\_\_  
Vivian Bloom, Mayor

  
\_\_\_\_\_  
(Ms.) Pat Pilgrim, CAO/Clerk





SCHEDULE "A" TO BYLAW 2018-066

Municipality of Hastings Highlands- Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Administration			<b>POLICY #:</b>
<b>POLICY:</b> Flag Policy			
<b>DATE:</b> June 20/18	<b>REV. DATE:</b>	<b>COVERAGE:</b>	<b>PAGE #:</b> 1-2

**PURPOSE:**

The purpose of the Flag Policy is to provide clear guidance and direction to municipal staff as to the appropriate times and process for lowering flags to half-mast on municipal flagpoles.

**POLICY STATEMENT:**

The Municipality of Hastings Highlands acknowledges that flags are a symbol of honour and pride and wishes to institute a policy which will show respect and dignity for the flags while providing opportunities to bestow an honour or express a collective sense of sorrow through the action of lowering flags to half-mast.

**SCOPE:**

This Policy applies to all flags flown at the Municipal office.

**TITLE:**

This bylaw shall be called the **Flag Policy Bylaw**.

**DEFINITIONS:**

**"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 halfway down the mast.

**"Flag(s)"** Include all flags flown at the municipal office, located at 33011 Hwy. 62 North Maynooth, Ontario, K0L 2S0.

**PART 1:**

1. The Flag shall be at half-mast following the death of:
  - i. the Sovereign or a member of the Sovereign's immediate family

- ii. the Governor General or a former Governor General
  - iii. the Prime Minister or a former Prime Minister
  - iv. the Lieutenant Governor or a former Lieutenant Governor
  - v. the Provincial Premier or a former Provincial Premier
  - vi. a current local Member of the Federal or Provincial Parliaments
2. Canadian flags should be half-masted until sunset on the day of the funeral or memorial, unless other arrangements have been confirmed.
  3. Flags shall be lowered to half-mast as soon as possible after the time of notification until sunset of the day of the funeral or memorial. When a funeral or memorial service will not be scheduled within two weeks of the notification, the flags will be lowered to half-mast for a period of at least 72 hours and then again on the date of the funeral or memorial service, or for a different duration as advised by the Government of Canada or decided upon by the Mayor, Acting Mayor or Chief Administrative Officer.

## **PART 2:**

1. The Mayor, Acting Mayor or Chief Administrative Officer may approve the lowering of flags to half-mast:
  - i. following the death of a current or past Member of Council representing the Municipality of Hastings Highlands
  - ii. following the death of a current member of Staff
  - iii. following the death of a local Regiment who is a member of the Armed Forces of Canada and is killed in the line of duty
2. The Flag may be half-mast as a symbol of mourning on the following dates:
  - i. April 28: Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)
  - ii. June 23: National Day of Remembrance for Victims of Terrorism
  - iii. Second Sunday in September: Firefighters National Memorial Day
  - iv. November 11: Remembrance Day
  - v. December 6: National Day of Remembrance and Action on Violence Against Women
3. When a Province or Territory Half-masts its provincial or territorial flag for a reason other than one stated above, the Canadian Flag will also be Half-masted. At no time will only one flag on a series of flag poles be lowered to half-mast.

## **EXCEPTIONS:**

1. If the Flag is half-mast in accordance with the policy, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act: Victoria Day and Canada Day.
  - a. This does 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.
  - b. This does not apply if the Flag is Half-masted for the death of the current Governor General or the current Prime Minister