

Policy #: CS-011

Issued: September 23, 2009

Reviewed/Revised: February 13, 2017

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Reviewed By: D. DiGiovanni

Approved By: Council

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## **1.0 PURPOSE**

The purpose of this policy is to establish a protocol by which flags are flown throughout the Town of Kingsville. Flags are flown half-mast to bestow an honour and express the collective sense of sorrow.

## **2.0 SCOPE**

## **3.0 DEFINITIONS**

## **4.0 REFERENCE DOCUMENTS**

## **5.0 RESPONSIBILITIES**

## **6.0 PROCEDURE**

### **Mandatory Half-Masting**

Flags flying at Municipal buildings will be lowered to half-mast and remain lowered until funeral services are completed upon notice of death of any of the following:

1. Present local Federal Member of Parliament – All Municipal Buildings
2. Present local Provincial Member of Ontario Legislature – All Municipal Buildings
3. Present and former Members of Kingsville Council – All Municipal Buildings
4. Present and former Kingsville employees – Administration Building, Fire Hall and Recreation Complex
5. Town of Kingsville Firefighters, Kingsville O.P.P. Officers or Military Armed Forces upon "In the Line of Duty Death" – respectively, Kingsville Fire Hall, North and South Stations, Kingsville O.P.P. Detachment Office or the Town's Municipal Office
6. In honour of Remembrance Day, November 11<sup>th</sup> – Town's Municipal Office
7. April 28<sup>th</sup> (National Day of Mourning for Persons Killed or Injured in the Workplace)
8. June 23<sup>rd</sup> (National Day of Remembrance for Victims of Terrorism)
9. December 6<sup>th</sup> (National Day of Remembrance and Action on Violence against Women)

### **Discretionary Authority and Provisions**

Upon recommendation of the Chief Administrative Officer and/or the Mayor, the flag may be lowered to half-mast at the Administration Building in exceptional circumstances for individuals who are not provided for under these guidelines.

**Disposal of Flags**

When a flag becomes tattered and torn and is no longer in a condition suitable for us, it will be destroyed in a dignified manner by burning it privately. The Municipal Services Department will be responsible for disposal of flags.

**7.0 REVIEW/REVISIONS**

<b>No.</b>	<b>Revision Details (incl. provision #)</b>	<b>Revision By</b>	<b>Date</b>
1.	April 28 <sup>th</sup> (National Day of Mourning for Persons Killed or Injured in the Workplace)		February 13, 2017
2.	June 23 <sup>rd</sup> (National Day of Remembrance for Victims of Terrorism)		February 13, 2017
3.	December 6 <sup>th</sup> (National Day of Remembrance and Action on Violence against Women)		February 13, 2017
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5.			
6.			
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Questions about this policy can be referred to the Director of Legislative Services.