

Policy #: CS-011

Issued: September 23, 2009

Reviewed/Revised: April 24, 2023

Prepared By: P. Parker

Reviewed By: J. Norton

Approved By: Council

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. Special flags are flown to honour groups, organizations, and on special occasions to recognize specific achievements or special events and occasions.

2.0 SCOPE

3.0 DEFINITIONS

4.0 REFERENCE DOCUMENTS

5.0 RESPONSIBILITIES

The Mayor has the authority to approve or deny requests for special flag raising upon consideration of the special flag raising criteria in listed in this policy.

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 11th – Town's Municipal Office

7. April 28th (National Day of Mourning for Persons Killed or Injured in the Workplace)
8. June 23rd (National Day of Remembrance for Victims of Terrorism)
9. December 6th (National Day of Remembrance and Action on Violence against Women)

Discretionary Authority and Provisions for Half-Masting

Upon recommendation of the Chief Administrative Officer and/or the Mayor, the flag may be lowered to half-mast at the Town's Municipal Office 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.

Special Flag Raising Criteria

Special Flags will only be flown at the Kingsville Arena Complex, located at 1741 Jasperson Drive for a duration of one (1) week.

Requests to fly a special flag will be considered if the reason for flying the flag meets one of the following criteria:

- Support of a particular event by a non-profit or charitable organization;
- Celebration achievements;
- Celebration of multi-cultural and civic events;
- Public awareness campaigns.

Restrictions:

Approval will not be given to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations;
- Religious organizations or religious events or celebrations;
- Celebrations, campaigns or events intended for profit-making purposes;
- Events that support discrimination, hatred, violence or prejudice.

The Town of Kingsville will follow national and provincial guidance regarding public recognition/display of flags and nations. Additional guidance shall be sought when in doubt.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.	April 28 th 2017 (National Day of Mourning for Persons Killed or Injured in the Workplace)		February 13,
2.	June 23 rd 2017 (National Day of Remembrance for Victims of Terrorism)		February 13,
3.	December 6 th 2017 (National Day of Remembrance and Action on Violence against Women)		February 13,
4.	Added criteria for considering special flag raising requests. Added delegated authority to the Mayor to approve or deny special flag raising requests.		
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6.			
7.			
8.			

Questions about this policy can be referred to the Town Clerk.