

**KING TOWNSHIP
CORPORATE POLICY
FLAG RAISING**



POLICY NO.:
COR-POL-104

Clerks & By-law Enforcement Department

Issue Date: 3/31/2003

Issue No.: 1

Next Revision: 3/29/2021

1 PURPOSE STATEMENT

1.1 The purpose of this policy is to provide guidelines for raising and lowering of flags at the Township municipal building and other municipally-owned buildings.

2 POLICY OBJECTIVE

2.1 Not applicable.

3 APPLICATION/SCOPE

3.1 Not applicable.

4 DEFINITIONS

4.1 Not applicable.

5 FLAGS

5.1 Raising of flags at municipal buildings in the Township of King shall be limited to the Canadian and the Municipal Flag.

6 LOWERING OF FLAGS

6.1 The Township of King shall lower the flags mounted on flag poles at municipal buildings in mourning upon the death of the following individuals and during the period from the time of death up to and including the date of the funeral:

6.1.1 The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former governor general, a former prime minister or a federal cabinet minister;

6.1.2 The Lieutenant Governor of Ontario, the Premier of Ontario or another person similarly honoured by the Province of Ontario;

6.1.3 The Member(s) of the House of Commons or the Member(s) of the Provincial Legislature representing the Township of King;

6.1.4 A Senator or a Canadian Privy Councillor who resided in the Township of King;

6.1.5 The Mayor, a Member of Council, a former Mayor, an actively employed staff member of the municipality and any other prominent public figure as determined by the Mayor or Council.

6.2 Flags shall not be lowered to signify mourning on a statutory holiday except in the event of the death of a Sovereign, and that should a funeral or memorial service for

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any other individual mentioned in this policy be held on a statutory holiday, the flags at Township buildings will be lowered on the next following day.

6.3 The Township of King shall lower the flags at municipal buildings on Remembrance Day, November 11, each year.

7 NOTIFICATION

7.1 For the purposes of this policy, Members of Council and Staff are requested to notify the Clerks Department upon the death of any of the above-noted persons.

8 IMPLEMENTATION

8.1 It shall be the responsibility of the Township Clerks Department to notify each municipal department (Fire & Public Works) when the flags shall be lowered and when they shall be raised after the funeral. With respect to the municipal facilities, the Clerks Department will notify the staff at the Nobleton and Schomberg Community Recreation Centres. Flags at the rest of the Township facilities may remain in place.

8.2 It will be the responsibility of each Department to ensure that the flags at their respective buildings are lowered in accordance with this policy.

8.3 It will be the responsibility of the Clerks Department to maintain an adequate inventory of flags for use at all facilities and to replace flags as required.

9 RELATED DOCUMENTATION

9.1 Clerks Department Report No. CL-2003-09

10 APPROVAL AUTHORITY

<u>Council</u> Authority	<u>N/A</u> By-law	<u>Original Signed</u> Township Clerk	<u>10/5/2017</u> Date
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