

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

BY-LAW NO. 2024-48

BEING A BY-LAW TO ADOPT A FLAG PROTOCOL POLICY

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 224 of the Municipal Act, 2001 as amended, states it is the role of Council to develop and evaluate the policies and programs of the municipality;


AND WHEREAS the Council of the Corporation of the Township of Matachewan deems it expedient to adopt a Flag Protocol Policy;


NOW THEREFORE the Council of the Corporation of the Township of Matachewan ENACTS as follows:

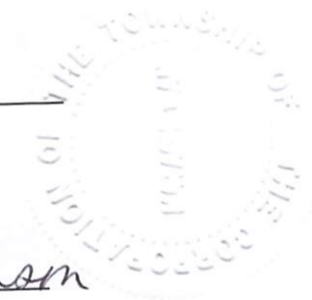
1. That the Flag Protocol Policy attached hereto as Schedule "A" is hereby adopted and shall form an integral part of this by-law.
2. That all previous by-laws in conflict with the provisions of this by-law shall be hereby repealed.
3. That this by-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME this 21st day of August, 2024.

READ A THIRD TIME AND FINALLY PASSED this 21st day of August, 2024.


Michael Young
Deputy Mayor


Cheryl Swanson
CAO/Clerk-Treasurer





**THE CORPORATION OF THE TOWNSHIP OF
MATACHEWAN**

BY-LAW NO. 2024-48

APPENDIX "A"

CORPORATION OF THE TOWNSHIP OF MATACHEWAN

POLICY	
Policy Number: 2024-04	Date Approved:
Department: General Government	Date Reviewed: August 2024
FLAG POLICY	

Policy Statement

The National Flag of Canada and the Flags of provinces, territories and local governments are symbols of honour and pride for Canadians.

The Corporation of the Township of Matachewan recognize the importance and that they be treated in a respectful, consistent and appropriate manner.

Purpose

The purpose of this Policy is to outline the requirements that support the flying of Flags at Town Facilities, including the lowering of flags to half-mast as a sign of mourning as well as providing a community flagpole to celebrate opportunities that represent strength in diversity and inclusivity and enhancing awareness of community events.

Policy Administration

1. Roles and Responsibilities

The Clerk will be responsible for the interpretation of this Policy, as well as the development of procedures for the effective and efficient implementation of the Policy.

The Clerk and Chief Administrative Officer, and/or their designate, will make the decision should any other requests outside of this policy come forward, regarding the raising and lowering of flags at Town Facilities.

The Clerk and the Chief Administrative Officer is responsible should any changes to this policy be required.

Staff (i.e., Facilities Maintenance) shall provide assistance in securing Flags and/or raising or half-masting as well as inspections and disposal of flags as

outlined in the policy.

2. Guidelines

a) Position of Flag Placement

How you place flags depends on the number of flags and the ranking of each flag. The location of the position of honour depends on the number of flags flown and the chosen configuration.

Two Flags:

When two flags are displayed, the position of honour is furthest to the left (to an observer facing the display). If there are only two flags, the Canadian flag should be on the left and the Town flag on the right from the perspective of the audience.

Provincial Flag	Municipal Flag
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Three Flags:

When three flags are flown, the position of honour is in the centre. From the perspective of the audience facing the flags, the Canadian flag should be placed in the centre, the Provincial flag on the left, and the Town flag on the right.

Provincial Flag	National Flag of Canada	Municipal Flag
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All flags being flown shall be maintained in good condition and repaired or replaced at any sign of damage or major discolouration. When a flag is no longer in a suitable condition for use, it should be destroyed in a dignified manner.

Disposal of the National Flag of Canada

A flag is considered to be worn when the colour has faded, it has developed a hole or the outermost seam (fly) of the flag has become frayed. When a flag becomes tattered and is no longer in a suitable condition for use, it should be disposed of in a dignified manner.

The disposal of a flag may be handled in the following manner:

- Flags made of natural fibres (wool, cotton, linen) should be burned in a dignified manner, privately, without ceremony or public attention being drawn to the destruction of the material.
- Flags made of synthetic material (nylon or polyester) should not be burned due to environmental damage and potential fire hazard. They should be respectfully torn into strips, with each element of the flag reduced to a single colour, so that the remaining pieces do not resemble a flag. The individual pieces should then be placed in a bag for disposal – the shreds of fabric should not be reused or fashioned into anything.

b) Half-Masting

All flags at all Town Facilities shall be flown at half-mast in recognition of the death of:

- The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister).
- Current and former Governor General of Canada.
- Current and former Prime Minister of Canada.
- Current and former Lieutenant Governor of Ontario.
- Current and former Ontario Provincial Premier.
- President of the United States of America.
- Locally elected representatives of the Federal, Provincial and Municipal governments.
- A member of Town staff.
- Line of duty death – Emergency Medical Services Paramedic.
- Line of duty death – Municipal Firefighter.

The policy may be extended to include others as directed by the Clerk and the Chief Administrative Officer or by proclamation of the Governor General or Lieutenant Governor.

a) In the event of a death of a Sovereign, Governor General or Prime Minister:

- Primary flag locations - flags shall be lowered to half-mast immediately upon receipt of the notification of death. They will remain in that position until sunset on the day of the funeral.

b) In the event of a death of other public figures:

- Primary flag locations - flags shall be lowered to half-mast from 7 a.m. until sunset on the day of the funeral.

c) All flags at all Town Facilities shall be flown at half-mast from 7 a.m. to sunset in recognition of:

- Workers Mourning Day- April 28*
- Remembrance Day- November 11*

*Mandatory compliance at primary flag locations.

Flags will be flown annually at the Township of Matachewan Municipal Office to commemorate the following solemn occasions:

- a) World Autism Awareness Day (April 2)
- b) International Overdose Awareness Day (August 31)
- c) National Day of Truth and Reconciliation (September 30)

Other Solemn Occasions

The commemoration of other periods of official mourning and solemn occasions that have otherwise not been specified in the Township's Flag Protocol Policy, and in keeping with the General Principles of this Policy, may be approved at the discretion of the Mayor, in consultation with the Chief Administrative Officer.