



COUNCIL POLICY MANUAL

Subject:
Flag Policy

Approval Date:
April 24th, 2023

By-Law No.
1716-12
Amended by By-Law No. 44-2016
Amended by By-Law No. 35-2023

1.6 PURPOSE

The purpose of this policy is to provide protocol with respect to the raising and lowering (half-masting) of flags by the Municipality of Red Lake.

1. POLICY REQUIREMENTS

The flying of flags at the Municipality of Red Lake Municipal Office falls into three categories: Flags that are flown permanently; other flags flown by special request; and flags that are flown at half-mast.

1.1 Flags Flown Permanently

- a) Municipal Office (on separate masts)
The National Flag of Canada
The Municipality of Red Lake Flag
- b) Centennial Park (on separate masts)
The National Flag of Canada
The Provincial Flag of Ontario
The Municipality of Red Lake Flag
- c) Norseman Park (on separate masts)
The National Flag of Canada
The Provincial Flag of Ontario
The Municipality of Red Lake Flag
- d) Red Lake Airport (on separate masts)
The National Flag of Canada
The Provincial Flag of Ontario
The Municipality of Red Lake Flag

1.2 Other Flags – Special Requests

- a) The Municipality may consider special requests for the raising of other community group's or organizations' flags at Centennial Park to mark a special event. Such requests shall be reviewed by the CAO.



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The CAO is authorized to approve or deny any request on behalf of the Municipality. All special requests must meet the following criteria in order to be approved:

- i) The event is to be in celebration of, and/or is intended to recognize a cultural or civic occasion which is important to the residents of the Municipality of Red Lake.
- b) At no time will the Municipality of Red Lake display flags deemed to be inappropriate or offensive in nature or those supporting, discrimination, prejudice, political or religious movements.
- c) Community groups or organizations wishing to make a special request for the raising of a flag shall complete the attached Flag Raising Request Form (Schedule "A") and such request must be received four (4) weeks prior to the requested date.
- d) There shall be no presentations or delegations to Council with respect to flag raising requests.
- e) Only one (1) application per event will be considered in a calendar year.
- f) All requests will be reviewed and approved on a first come, first serve basis, however, if more than one request is made for the same time period, the Municipality of Red Lake will consider raising more than one flag, should space permit.
- g) Flags flown by special request will be positioned directly below the Municipality of Red Lake Flag for the duration of the approved request (not to exceed four (4) weeks).
- h) Flags to be flown by special request shall be supplied to the Municipality and the community group or organization shall be responsible for collection of the flag upon completion of the event.
- i) The Municipality of Red Lake reserves the right to choose which flags may or may not be flown at municipally owned properties.



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1.3 Half Masting Honours

The flying of flags at half-mast represents a period of official mourning or commemoration. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens.

To honour the deceased, flags will be flown at half-mast from the time of death notification up to and including the day of the funeral.

Occasions for when all flags will be flown at half mast at the Municipal Office and Philip Thomas Vinet Centennial Park:

- a) Upon the death of the Mayor or former Mayor of the Municipality of Red Lake.
- b) Upon the death of a Council Member or former Council Member of the Municipality of Red Lake Council.
- c) Upon the death of a Municipality of Red Lake employee.
- d) Upon the death of a retired Municipality of Red Lake employee.
- e) Upon the death of a full time, part time or volunteer member of the Municipality of Red Lake Fire & Rescue Service.
- f) On November 11th – Remembrance Day, as annual recognition of Canada’s wartime veterans.
- g) On April 28th – National Day of Mourning for Persons Killed or Injured in the Workplace.

The Mayor may, in his/her sole discretion, approve the half-masting of the flags.

2. FLAG RAISING PROTOCOL

Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage (refer to website: www.pch.gc.ca).



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3. FLAG HANDLING

The Parks, Recreation and Facilities Department shall be responsible for managing all flags, including the replacement of flags.

The CAO shall be responsible for the half-masting of flags at the Municipal Office.

When a National, Provincial or Municipal flag becomes tattered and is no longer in a suitable condition for use, it will be destroyed in a dignified way, by the Parks, Recreation and Facilities Department.



The Corporation of the Municipality of Red Lake

FLAG RAISING REQUEST FORM

Completed forms must be submitted to the Office of the CAO at least four (4) weeks prior to the day requested for the raising of the flag.

Organization Information	
Name of Community Group/ Organization:	
Event or Occasion:	
Date of Event or Occasion:	
Date Flag to be Raised:	
Number of Days Flag to be Raised: (not to exceed four (4) weeks)	
Please provide a brief description of the event (including local, national or international affiliation, brief history and any other relevant information) – attach separate pages and/or information if necessary	

Contact Information	
Name:	
Address:	
Phone:	Email:
I have read and understand the Municipality of Red Lake Flag Policy.	
Signature: _____	Date: _____

For Office Use Only	
Approved By:	
CAO: _____	Date: _____