

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NO. 52 - 2017

**BEING A BY-LAW TO ADOPT A POLICY FOR FLAG ETIQUETTE AND PROTOCOL
FOR THE CORPORATION FO THE TOWN OF SHELBURNE**

WHEREAS, the Municipal Act, 2001, S.O. 2001, c.25, Section 11 (3) 5. defines that the municipality may pass by-laws, respecting matters within culture, parks, recreation and heritage;

AND WHEREAS the Council of the Corporation of the Town of Shelburne deems it desirable to establish a policy on flag etiquette and protocol for the display, half-masting and replacement of flags at municipal buildings in keeping with National and Provincial Protocols;

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

- a) That the policy for flag etiquette and protocol be adopted and attached as “Schedule A”
- b) That any of the prescribed provisions of this by-law may be modified by resolution of the Council, where it deemed inappropriate, inapplicable or unnecessary of the circumstances.
- c) That the provisions of any policies contrary to this by-law be hereby repealed.

**READ A FIRST, SECOND and THIRD TIME in Open Council, and finally passed this
the 14th of AUGUST 2017**

MAYOR

CLERK

SCHEDULE A TO BY-LAW 52-2017

Purpose:

- a) Display of flags at municipal buildings
- b) Half-mast protocol
- c) Replacement of flags
- d) Disposal of flags

Display of flags:

The Council of the Corporation of the Town of Shelburne may display flags representing Canada, the Province of Ontario, the County of Dufferin, the Town of Shelburne and any other flags approved by Town Council.

Only one flag should be flown per flag pole.

Where there are three flag poles, the National flag should be flown on the centre pole and where there are two flag poles it is to be flown on the left pole as to an observer facing the flags.

Council Chamber flags:

The flags in the Council Chamber of the Town of Shelburne are displayed on a flag stand with the National Flag in the centre, Provincial flag of Ontario to the left and the Town flag to the right with the observer facing the flags.

Half-Mast Protocol:

Flags are flown at half-mast position as a sign of mourning or to commemorate a solemn occasion where a sense of loss is shared by all citizens.

The Mayor, CAO or Town Clerk can authorize the lowering of the flag to half-mast and the duration of time at which it is to be flown at half-mast.

If all flags are being lowered the National flag is to remain the highest on the pole.

Half-masting can occur on the death of the following:

Sovereign or a member of the Royal Family related in the first degree

Governor General

Prime Minister

Former Governor General

Former Prime Minister

Federal Cabinet Minister

Lieutenant Governor

Premier

Member of the House of Commons

Member of Legislature

County Warden, Councillor or County Employee

Police Officer, Firefighter, Paramedic

Mayor, Deputy Mayor, Member of Council and municipal employee

“Death” may be taken to include the day of the death and up to and including the day of the funeral.

Flags are also to be half-masted subject to special instruction for the Royal Family protocol.

On Remembrance Day, on the 11th of November, the flag can be flown at half-mast from sunrise to sunset or as deemed appropriate by the CAO.

Flag Replacement:

All exterior flags shall be replaced annually in the month of May so that flags will be in good condition in honor of Victoria Day and Canada Day.

Flags may be replaced as necessary if they become faded or frayed and are not acceptable for display. Damaged flags are to be replaced promptly.

Disposal of Flags:

When a flag becomes unfit for service, it must be disposed of privately.