

# Flag Policy



Policy #	3.6
Procedure #	-
Replaces	-
Revises	-
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Our File # 03.03

## 1. PREAMBLE

The National Flag of Canada, Provincial Flag of Manitoba and Municipal Flag are symbols of unity and represent all citizens of the City of Dauphin. These official flags symbolize honour and pride and will be treated with respect. The purpose of this policy is to establish clear guidelines for authorization of requests for community organizations and special event flag raisings and national, provincial, and municipal flag standards.

## 2. PURPOSE

This policy establishes standards to be followed for raising, displaying and flying flags at half-mast on municipal flag poles. Symbolic or special event flags may be flown in place of the City of Dauphin flag on a temporary basis upon approval of the City. Flags flown by the City of Dauphin ensures the practice of raising and lowering of flags is exercised in a consistent manner and flags flown at half-mast are to pay respect upon the death of a Sovereign, political leader, Member of Council, or municipal employee or commemorate a Special Day.

## 3. SCOPE

This policy applies the flying of flags on municipal poles located at City Hall and the City of Dauphin Welcome Sign on Main Street South.

## 4. POLICY

The National Flag of Canada, Provincial Flag of Manitoba and City of Dauphin flag will normally be displayed at the flag poles located at City facilities. Flags displayed will be in good repair or otherwise replaced as necessary.

Flags will be displayed in accordance with the guidelines set out in the "Flag Etiquette in Canada" guide provided by the Department of Canadian Heritage.

The National Flag of Canada is always flown on its own mast; flag protocol states that it is improper to fly two or more flags on the same mast, such as one beneath the other. When there are two masts, the national flag will be displayed to the left.

When the National Flag of Canada, Provincial Flag and Municipal Flag are displayed, the National Flag of Canada will be in the centre with the Provincial Flag to the left and the Municipal Flag to the right (to an observer facing the display).

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Symbolic or special event flags may be flown in place of the Municipal Flag on a temporary basis as set out in this policy. The following points shall be satisfied to approve the raising of a community organization's banner or flag in the place of the Municipal Flag:

- a) The organization requesting to use the municipal flagpole will:
  - Recognize or commemorate a specific event or organization that benefits the residents of the City including arts, athletic and cultural celebrations to help increase awareness on their activities or has provincial or national significance.
  - Have a community purpose.
  - Submit a written request to the City Manager for a flag raising a minimum two weeks in advance.
- b) The City reserves the right to deny flag requests in recognition of:
  - Political parties
  - Religious affiliations
- c) The raising of an organization/group's flag will not violate any previously established City of Dauphin by-laws or policies.
- d) The City of Dauphin will refuse an application to raise the flag of a group or organization that has the potential to reflect negatively upon the municipality. The City of Dauphin will reject any organizations/group's flag which:
  - a. Promotes any form of discrimination, including that based upon race, national origin, religion, sex, gender, sexual orientation or age;
  - b. Degrades/slanders any group, event or program;
  - c. Promotes unlawful behavior including violence or hate.
- e) The City of Dauphin reserves the right to schedule a flag raising based on the availability of flag poles.
- f) A flag request that does not meet this policy may be reviewed and discussed by Council at discretion.

## 5. HALF-MASTING OF FLAGS

Flags are flown at half-mast as an act of paying respect and expressing a collective sense of sorrow shared by the municipality.

The City of Dauphin will fly flags at half-mast upon the death of the following:

- a) Sovereign or member of the Royal Family related in the first degree to the Sovereign (Spouse, son or daughter, mother, father, brother or sister).
- b) Governor General, Prime Minister, former Governor General or former Prime Minister.
- c) Mayor, Council Member, former Members of Council.
- d) Municipal Employee.

Half-masting will be implemented at the time of mourning until the date of service. If a service is delayed or unknown, the flags will be lowered from the notification of death until three (3) business days following the notification and; once a service takes place, from the beginning of the business day to the end of the business day on the date of service.

Each year, the City will fly flags at half-mast on the following Special Days:

- a) April 28 – Workers’ Mourning Day.
- b) November 11 – Remembrance Day.

The flags may be flown at half-mast at any other such time as directed by the Mayor.

## 6. RESPONSIBILITIES

The Deputy City Manager is responsible for the administration of this policy and replacing of flags, as necessary. Public Works staff are responsible for the physical raising and lowering of flags.

The Mayor, City Manager, and Deputy City Manager have the authority to accept or deny applications.

	<b>DISTRIBUTION</b>
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	Notice to Department Heads (Email)
	Notice to All Staff (Email)
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