

**Municipality of Souris-Glenwood  
POLICY & PROCEDURES MANUAL**

|                          |                            |
|--------------------------|----------------------------|
| Reference<br>Flag Policy | Policy Number<br>24-2024   |
| Date<br>August 27, 2024  | Resolution No.<br>2024-299 |
| Authority<br>Council     | CAO Signature              |

**Municipality of Souris-Glenwood  
FLAG POLICY**

**POLICY STATEMENT**

The municipality of Souris-Glenwood acknowledges that flags are symbol of honor and pride and wishes to institute a policy which will show respect and dignity for the flags while providing opportunities to bestow an honour or express a collective sense of sorrow through the action of lowering flags to half mast.

**PURPOSE:**

The intent of the policy is to provide clear guidance and direction to municipal staff as to the appropriate times and process for lowering flags to half mast on municipal flagpoles.

**DEFINITIONS:**

- a) *Flags* - includes the national flag of Canada, flag of the Province of Manitoba and the municipality of Souris-Glenwood municipal flag or any other flag permitted to be flown on a Municipality of Souris-Glenwood municipal flagpole.
- b) *Half-mast* - the position of the flag when flying at half mast will depend on its size, the length of the mast and its location, but generally the centre of the flag should be halfway down the mast.
- c) *Municipal Flagpoles* - includes all flagpoles and municipal property under the care or control of municipal staff.
- d) *Scope* - this policy applies to all flags flown on municipal flagpoles

**POLICY CONTENT:**

- a) *Flying of Flags on municipal flagpoles*
  - I. The only flags flown on municipal flagpoles will be the national flag of Canada, the flag of the Province of Manitoba or the Municipality of Souris-Glenwood municipal flag.
  - II. The Municipality will adhere wherever possible to the Flag Etiquette guidelines provided by the Government of Canada.
  - III. Only one flag shall be flown per pole.

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- IV. Notwithstanding 4.1.1. – 4.1.3, the following flags may be raised on municipal flagpoles regularly occupied by the flag of the province of Manitoba:
- V. Flag of a state recognized by Canada when an official representative is visiting the municipality or an official representing a municipality officially linked to the municipality of Souris-Glenwood through a sister city, twin city or similar arrangement.
- VI. A flag intended to recognize a significant event or activity sponsored or supported by the Municipality including special commemorations as approved by declaration of Council.

**b) *Rules for half-masting of flags***

- I. When a flag is lowered to half mast if already lowered it should be first raised to masthead.
- II. Flags on municipal flagpoles shall be lowered to half mast as a symbol of mourning. When half mast all flags on municipal flag poles fitted with halyards and pulleys will be lowered to half mast. At no time will only one flag on a series of flagpoles be lowered to half mast.
- III. Flags shall be lowered to half mast as soon as possible after the time of notification until sunset of the day of the funeral or memorial. When a funeral or memorial service will not be scheduled within two weeks of the notification, the flags will be lowered to half mast for a period of at least 72 hours and then again on the date of the funeral or memorial service, or for a different duration as advised by the Government of Canada or decided upon by the Mayor, Acting Mayor or Chief Administrative Officer.
- IV. Flags should be lowered to half mast upon notification of the death of the following:
  - ✓ The sovereign or a member of the sovereign's immediate family
  - ✓ The Governor General or former Governor General
  - ✓ The Prime Minister or former Prime Minister
  - ✓ The Lieutenant Governor or former Lieutenant Governor
  - ✓ The Provincial Premier or former Provincial Premier
  - ✓ The current local members of Federal or Provincial Parliaments
  - ✓ A Current member of council
  - ✓ A Current member of staff or member of the Volunteer Fire Department
  - ✓ A Former Council Member

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- ✓ A Former Employee with at least 10 years of service and within 2 years from departure date
- ✓ A current or former resident of the Municipality who is a member of the Armed Forces of Canada and is killed in the line of duty.

The Mayor, Acting Mayor or Chief Administrative Officer may approve the lowering of flags to half-mast:

- ✓ In response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.
- ✓ Notwithstanding clause 4.2.3., during periods of half-mast, the flags on all municipal flagpoles must be flown at full-mast on the following legal holidays created under the Holiday Act: Victoria Day and Canada Day.

The Chief Administrative Officer when advised of the death or significant mourning event shall direct flags to be half-masted and shall direct the preparation and distribution of a notice to the public and staff of the reason and duration of the half-mast.

**c) COMPLIANCE**

In cases of policy violation, the Municipality may investigate and determine appropriate corrective action.