



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Flag Display Policy	POLICY NUMBER: GEN-37
POLICY MANUAL SECTION: Administration	RESOLUTION NUMBER: 2024-047
DATE ADOPTED: February 13, 2024	RESOLUTION DATE: Feb 13, 2024
REVISION DATE: As Required	REVIEW DATE:
STATUS: Active	NUMBER OF PAGES: 3

FLAG DISPLAY POLICY

POLICY STATEMENT

This policy provides a framework and establishes guidelines for the flying of flags at municipally owned facilities and standards for processing requests related to flag flying, proclamations, and public awareness campaigns.

Identify:

To identify which R.M. of St. Andrews buildings have flagpoles and how to standardize the Flying of the flag at each location to convey a consistent procedure and message.

Flagpole Locations:

1. 500 Railway Avenue Clandeboye – (RM Office)
1 Pole
2. 5610 Highway # 9 St. Andrews – (South Fire Hall)
1 Pole
3. 6 Riverview Street (Age Friendly Building)
2 small flag poles angled and attached to the building.

DEFINITIONS:

“**Community Flag**” means the flag adopted by any non-governmental organization.

“**Corporation**” means the Corporation of the Municipality of Andrews.

“**Council**” means Council of the Corporation of the Municipality of St. Andrews.

“**Flying a Flag at Half-Mast**” means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

“**Municipal Flag**” means the flag adopted by Council as a symbol of the municipality.

“**Municipality**” means the Corporation of the Municipality of St. Andrews.

“**National Flag of Canada**” means the flag approved by the Parliament of Canada as the national symbol of Canada.

POLICY:**Flag Flying**

Only 1 flag per pole is permitted. In no instance shall two or more flags be flown off the same pole.

The Municipality will fly the flag listed below at municipal properties with 1 pole.

- National Flag of Canada

For Municipal facilities with 2 or more poles the flag order is important and shall be flown in accordance with the flag flying etiquette of Canada as established by Heritage Canada.

The National Flag of Canada shall be flown on its own mast. In the event there is more than 1 pole it shall be displayed on the left flagpole; this is the left pole when facing the poles from the front.

The Municipality of St. Andrews flag is the property of the Corporation, and the Municipality reserves the right to direct the appropriate use and display of the flag. The Municipality also reserves the right to determine whether to fly any flag at a municipal facility.

Half-Masting of Flags

The flying of flags at half-mast denotes a period of official mourning or commemoration. The Municipality will fly flags at half-mast upon notification of the death until the day following the funeral or memorial service for the following:

- The Sovereign or spouse.
- The current Governor General of Canada.
- The current Prime Minister.
- The current Lieutenant Governor.
- The current Premier of Manitoba
- The current Member of Parliament or Member of Provincial Parliament representing St. Andrews.
- The current Mayor, former Mayor, a Member of Council, a former Member of Council.
- A current municipal employee.
- Resident of the R.M. of St. Andrews, who is a member of the Canadian Armed Forces killed while deployed on operations.
- Current Fire Fighters.
- Former Fire Fighters or former municipal employees that have exceeded 10 years of Service.

The Mayor/CAO/or CAO Designate shall have the authority to direct the half-masting of flags in the event of the death of someone not identified above or to recognize/commemorate a solemn occasion.

The Municipality will fly flags at half-mast on Commemorative days as established by the Federal Government of Canada. The following is a list of the days to be recognized by this policy.

- April 28th, Day of Mourning for all Persons Killed or Injured in the Workplace (Worker's Mourning Day)
- June 23rd, National Day of Remembrance for Victims of Terrorism
- Second Sunday in September, Firefighters' National Memorial Day.
- Last Sunday in September, Police and Peace Officers' National Memorial Day.
- September 30th, National Day for Truth, and Reconciliation
- November 8, Flags are flown Half-mast for Indigenous Veterans Day.
- November 11th, Remembrance Day
- December 6th, National Day of Remembrance and Action on Violence Against Women
- Produce a list that can be put on the Municipal website.

Full-Mast

If the flag is half-masted, it must be flown at full-mast on the following legal holidays pursuant to the Holidays Act (R.S.C., 1985, c.H-5), as amended:

- Victoria Day
- Canada Day

Exceptions to the above, the flag remains half-masted for the death of the following:

- The Sovereign
- Current Governor General
- Current Prime Minister

PROCEDURE:

1. List of Federal Recognized days will be posted on the website.
2. Flag size is based on the height of the pole.
500 Railway Avenue R.M. Office - Flags to be 4.5' x 9' for a 30' pole.
5610 Highway 9 - Flags to be 4.5' x 9' for a 30' pole.
3. 6 Riverview Street is not a manned office so no flags will be flown. When the facility becomes fully operational the following flags will be flown on the angle poles, but half-masting or commemoration will not be observed.
 - National Flag of Canada
 - Municipal Flag
4. For facilities that have 2 or more flagpoles. The Mayor/CAO can designate one day or period to fly a Community Flag.
5. Flags must be replaced upon any sign of wear, tear or fading.
6. Flags that have been removed must be destroyed according to government guidelines. They cannot be used for another purpose or placed in the garbage or landfill.
7. The CAO shall designate a person that is responsible for the flag management.