



# CITY POLICY

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**SECTION: MUNICIPAL GOVERNMENT**

**NO: MU - FL - 01**

**REFERENCE: FLAGS**

**Date: July 11, 2025**

**Next Review Date:  
July 2027**

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**TITLE: Raising and Lowering (Half Masting) of Flags**

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## **1.0 STATEMENT**

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The Corporation of The City of Dryden acknowledges that flags are a symbol of honour and pride and this policy 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.

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## **2.0 Purpose**

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The intent of this policy is to provide clear guidance and direction to City staff as to the appropriate times and processes for raising and lowering (half-masting) flags by the City of Dryden.

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## **3.0 Definitions**

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**Flag(s):** shall mean the National Flag of Canada, the Province of Ontario Flag, the City of Dryden Flag and any other flag permitted to be flown on a City of Dryden flagpole or displayed in City of Dryden facilities.

**Half-mast:** the position of the Flag when flying at half-mast will depend on the size, the length of the mast and its location; but generally, the centre of the Flag should be half-way down the mast.

**Municipal Flag Pole:** shall include all flagpoles on municipal property under the care and control of municipal staff.

**This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**

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#### **4.0 Flying of Flags on Municipal Flagpoles**

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- 4.1 The only flags flown on municipal flagpoles will be the National Flag of Canada, the flag of the Province of Ontario and the City of Dryden Flag.
- 4.2 The City of Dryden will adhere wherever possible to the Flag Etiquette guideline provided by the Government of Canada.
- 4.3 Only one flag shall be flown per pole.
- 4.4 Notwithstanding 4.3, Council, the Mayor, Acting Mayor or CAO may approve the raising of any of the following flags on the municipal flag pole regularly occupied by the flag of the City of Dryden on City Hall property:
  - (a) The Flag of a State recognized by Canada when an official representative or an official representing a municipality officially linked to the City of Dryden through a Sister City, Twin City or similar arrangement is visiting the City.
  - (b) A flag intended to recognize a significant event or activity sponsored or supported by the City including special commemorations, sporting events, or groups or organizations.

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#### **5.0 Rules for Half-masting of Flags**

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- 5.1 When a flag is to be lowered to half-mast and is already lowered, it should be first raised to masthead.
- 5.2 Flags on municipal flagpoles shall be lowered to half-mast as a symbol of mourning. When half-masted, all flags on municipal flagpoles fitted with halyards and pulleys will be lowered to half-mast. At no time will only one flag on a series of flag poles be lowered to half-mast.
- 5.3 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 72 hours or for a different duration as advised by the Government of Canada or decided by the Mayor, Deputy Mayor, or CAO.
- 5.4 Flags shall be lowered to half-mast upon notification of the death of the following:

**This procedure is subject to any specific provisions of the Municipal Act,  
or other relevant legislation or Union agreement.**

- (a) The Sovereign or a member of the Sovereign's immediate family;
  - (b) The Governor General or a former Governor General;
  - (c) The Prime Minister or a former Prime Minister;
  - (d) The Lieutenant Governor or a former Lieutenant Governor;
  - (e) The Provincial Premier or a former Provincial Premier;
  - (f) The current local Members of the Federal or Provincial Parliaments;
  - (g) A current or past member of Council;
  - (h) A current City of Dryden employee including volunteer firefighters;
  - (i) A current or past Fire Chief;
  - (j) A past Chief of Police for the Dryden Police Service; and
  - (k) Any Ontario Provincial Police officer who dies in the line of duty.
- 5.5 Flags will be lowered on municipal flagpoles as a symbol of mourning for the following events:
- (a) April 28 – National Day of Mourning;
  - (b) November 11 – Remembrance Day.
- 5.6 The Mayor, Acting Mayor or CAO may approve the lowering of flags to half-mast:
- (a) In response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.

History			
<b>Approval Date:</b>	September 15, 2014	<b>Approved by:</b>	By-law 4242-2014
<b>Amendment Date:</b>	May 21, 2020	<b>Approved by:</b>	CAO
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<b>Amendment Date:</b>	July 11, 2025	<b>Approved by:</b>	CAO