

**MUNICIPALITY OF KILLARNEY – TURTLE MOUNTAIN**

**POLICY & PROCEDURES MANUAL**

<i>Section</i>	Municipal Property	<i>Classification</i>	Policy
<i>Subject</i>	Flag Policy	<i>Pages</i>	3
<i>Authority</i>	Council	<i>Effective Date</i>	
<i>Approved (date and resolution number)</i>	September 13, 2023 # 2023 0276	<i>Index Number</i>	PROP-10

**Purpose**

The purpose of this policy is to outline the terms and conditions pertaining to raising and lowering flags as well as a list of events that should have certain flags flown or lowered to half-mast.

**Policy Statement**

The Municipality of Killarney-Turtle Mountain realizes that flags are important symbols that create public awareness of activities, special events and historical events.

**Defenitions:**

“Municipality” shall mean the Municipality of Killarney-Turtle Mountain.

“Council” shall mean the Council of the Municipality of Killarney-Turtle Mountain.

“Municipal Property” shall mean property owned by the Municipalities including any location where flag poles are present.

**Flag Raising Request Procedures**

- Requests for flag raising at the 1st pole from the south at the Agricultural Grounds, shall be submitted in writing to Council in the attached form here after called Schedule “A” and available to the public on the Municipal Website .
- Submissions will be accepted electronically via email ([info@killarney.ca](mailto:info@killarney.ca)) or in person at the Municipal Office.
- All requests for flag raising require the approval of Council.
- Individual or group making the request must provide their own flag.
- Flags will be flown for one week.
- In the event of a dispute between the organization and the Municipal Office as to the eligibility of a request, the decision will be left up to the Municipal Council, having full and final say as to whether or not the request to fly the flag will be granted.

## **Flag Raising Criteria**

Requests to fly a flag will be considered if the reason for flying the flag meets one of the following:

- Support of a particular event by a charitable or non-profit organization;
- Celebration of civic and multi-cultural events;
- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to Killarney;

The flagpole will **NOT** be used to fly flags:

- Of political parties
- Of religious groups
- Of commercial entities
- In support of fund-raising drives that are political or religious in nature
- In support of groups, organizations or events that promote beliefs contrary to any other policies and by-laws of the Municipality of Killarney-Turtle Mountain or that involve hatred, violence or racism.

## **Flag Etiquette**

With respect to displaying of flags:

- Flagstaffs should be the same height when there is a grouping
- The Canadian flag should be given the place of honour as no other flag should be displayed above the Canadian Flag
- Flags that are flown together should be the same size or as close to the same size as possible.

## **Protocols for Flag(s) at Half-Mast**

The following protocol should be followed with respect to the municipality flying flags at half-mast upon the death of the following or day of significance:

- Sovereign or a member of the Royal family related to the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
- The current or a former Governor General of Canada;
- The current or a former Prime Minister of Canada;
- The current member of the House of Commons for the local riding;
- The current or a former Manitoba Premier;
- The current or former Mayor of the Municipality of Killarney-Turtle Mountain
- A current or former member of the Municipal Council;
- A Canadian Armed Forces member killed in active duty who is the son or daughter of a Killarney area resident. Notification to the Municipal Office is required;
- Upon special request approved by the Mayor.

Flags will remain in the half-mast position from the day of death and up to and including the day of the funeral, up to a maximum of seven days.

# **FLAG RAISING REQUEST**

## **Schedule A**

The request for a flag raising must be submitted to Council by an organization in writing and must include:

- Purpose of flag raising
- Name of flag to be raised
- Photo of flag to be raised

To request a flag raising, submit your request including information about the cause or event and a point of contact within the organization to Legislative Services.

Requests to use the community flagpole will be confirmed on a first come first served basis, and must be submitted in writing a minimum of two weeks in advance of the date intended for the flag raising.

Flags will be raised on the 1<sup>st</sup> pole from the south at the Ag Grounds community flag poles located in the town of Killarney, MB, and can be in place for up to one week.

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<b>Organization/Community Group</b>	
<b>Contact Person</b>	
<b>Name of Flag to be Raised</b>	
<b>Purpose of Flag Raising</b>	
<b>Requested Dates to Fly Flag</b>	

