

May 8, 2013

**Report to:** Planning and Development Executive Committee

**From:** Mark McCaig, CAO

**Re: Request from Fort Frances Police Services Board re: Amending Flag Lowering Policy**

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As Mayor and Council are aware, the Town has a policy regarding the protocols for flag lowering at the Civic Centre. On March 28, 2013, the Town received a letter from John McTaggart, Chair of the Police Services Board, that included a recommendation from the board that the Town amend the current policy to provide for the lowering of flags for the death of a police officer in Canada while on duty.

Currently the Town's policy provides for the lowering of flags for the death of police officers, while on duty, within the province of Ontario. At the Planning and Development Executive committee meeting of April 15, 2013, the committee first considered the request but deferred any recommendation until administration could canvass other municipalities to find out if they had policies and what was provided for.

Following the meeting, administration contacted numerous municipalities throughout the province regarding flag lowering. We received responses from 9 municipalities including Atikokan, Red Lake, Oakville, Dryden, Thunder Bay, Kenora, Ajax, Pickering and Hamilton. Most municipalities responded by sending complete policies. Obviously this is a great deal of paper and for agenda purposes, we will summarize what each Town is doing rather than attaching all the materials.

**Atikokan:** follows the federal government policy for mandatory flag lowering in the event of death. This policy doesn't provide for the deaths of emergency workers.

**Red Lake:** primarily observes former and current Red Lake officials and employees. Covers all members of Fire Department.  
Can be lowered through resolution of Council and at the Mayor's discretion.  
No provision for police officers, but it does consider requests.

**Oakville:** provides for half-masting in recognition of line-of-duty deaths of police officers in other municipalities and provinces.

**Dryden:** no policy but guidelines for following the Federal Flag policy.  
Dryden's response was "if they lower their flags, than we do too".



## THE TOWN OF FORT FRANCES

- Thunder Bay: have policy that recognizes dignitaries and local officials including present city employees with more than 25 years service.  
Policy does not provide for emergency services workers outside of the employment of the city.
- Kenora: does not have a policy.
- Ajax: provides for the lowering of flags at the discretion of the Mayor, and in the absence of the Mayor, where the CAO deems it expedient and proper.
- Pickering: have a policy providing for local officials and dignitaries.  
Also provides for lowering of flags at city Fire Halls for any emergency services personnel who have died in the line of duty.
- Hamilton: have a policy with customary provisions for dignitaries and for current city emergency services workers. Policy also provides for events/special circumstances deemed to represent a significant tragedy or loss of life.

During this investigation, it was noted that it was a rare circumstance where the OPP resided in the same building. It appeared that, in the larger centers, the lowering of flags would occur at the fire halls or police headquarters. Since there is only one set of flags that are used to recognize significant events, it would make sense to accommodate the OPP's request. We should do so upon notification by the detachment commander or designate. We should also more clearly define the period of time the flag remains lowered. For example Hamilton's policy stipulates "upon notification until sunset on the day of the funeral".

At the Planning and Development Executive Committee meeting of May 6, 2013, the committee recommended that the flag lowering policy be amended to provide for the half-masting of flags for the on duty death of any police officer in Canada upon notification by the detachment commander or designate.

Respectfully Submitted



M. McCaig, CAO

MM/kl

**Council approval of this report will provide for the half-masting of flags for the on-duty death of any police officer in Canada upon notification by the detachment commander or designate.**



<i>The Town of Fort Frances</i>	<b>SECTION</b>
<b><u>FLAG LOWERING</u></b>  <b><u>POLICY</u></b>	<b>ADMINISTRATION AND FINANCE</b>  <b>NEW:</b> November 2007 <b>REVISED:</b> May 2013
Resolution No.	Supercedes Resolution No. 406 (consent) 11/07
Policy Number 1.10	<b>PAGE 1 of 1</b>

**THAT THE TOWN OF FORT FRANCES FLAGS BE LOWERED PURSUANT TO THE FOLLOWING PROTOCOLS**

- Upon the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, a provincial Premier.
- Within the province of Ontario upon the death of the Lieutenant Governor, the Premier, a former Lieutenant Governor, a former Premier.
- Within the riding upon the death of the incumbent MPP.
- Upon the death of the Mayor or former Mayor of the Town of Fort Frances.
- Upon the death of an incumbent member of the Town of Fort Frances Council.
- Upon the death of a Town of Fort Frances employee as the result of a workplace accident.
- Upon the death of a full time or volunteer member of the Fort Frances Fire Department while on duty.
- As requested by a senior member of the Fort Frances Fire Department upon the death of a full time or volunteer fire fighter in the Province of Ontario while on duty.
- **As requested by the detachment commander or his / her designate, upon the death of a police officer in Canada while on duty.**
- As requested by the Mayor or Deputy Mayor as the case may be as Head of Council, upon the death of a person whom it is desired to honour.
- As approved by resolution of Council when requested by a local group to recognize a significant event.
- On November 11<sup>th</sup> as annual recognition of Canada's wartime veterans.
- **Flags will remain lowered upon notification until sunset the day of the funeral.**



# FORT FRANCES POLICE SERVICES BOARD

March 28, 2013

Mayor and Council  
Town of Fort Frances

Dear Mayor Avis and Council Members:

At their regular meeting of Police Services Board held March 28, 2013, Board members passed a resolution as follows:

"THAT as recommended by the Town of Fort Frances Police Services Board, the current policy of flag lowering at the Civic Centre be amended to include the recommendations by the Ontario Provincial Police."

For your reference, attached please find an e-mail from Inspector S. Shouldice, OPP Rainy River Detachment, which outlines the changes he is asking Council to consider.

Yours very truly,



John McTaggart, Chair

JM/kl

COUNCIL

APR 08 2013  
Approved by Council  
ACTION  
to Act for  
Recommendation



"Shouldice, Steve (JUS)"  
<Steve.Shouldice@ontario.ca>

28/03/2013 09:06 AM

To "klawson@fort-frances.com" <klawson@fort-frances.com>

cc

bcc

Subject Flag lowering policy Town of Fort Frances

The OPP is requesting that the policy be ammended to include the on duty death of a police officer anywhere in Canada and not limited to the Province of Ontario.

**"As requested by a senior member of the Fort Frances OPP Detachment upon the death of a police officer in Canada while on duty"**

Steve

Inspector Steve Shouldice  
Detachment Commander  
Rainy River District OPP  
Fort Frances Admin Centre  
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home: 502-3410  
mobile: (807) 276-0649