


# POLICY

	Policy:	<b>Flag Protocol</b>		
	Department:	Parks, Facilities, Recreation and Culture Department		
	Division:	Parks and Naturalized Areas Division	By-law No.:	2024-083
	Administered By:	Manager of Parks	Approval Date:	Dec. 16, 2024
	Replaces:	Flag Protocol - January 25, 2021		
	Attachment(s):	Appendix A – Flag Locations for Half-Masting		

## 1. POLICY STATEMENT

The Corporation of the Town of Amherstburg recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations, and as such is committed to displaying flags on Town sites in a consistent and appropriate manner within an established protocol.

## 2. PURPOSE

- 2.1. This policy provides a framework to govern requests for flag raising/lowering and to establish a consistent protocol for the flying of flags at all Town buildings, properties and facilities where flag poles are present.
- 2.2. This policy ensures flags are flown and displayed in accordance with the etiquette and manner outlined by the Department of Canadian Heritage, Section 7.

## 3. SCOPE

- 3.1. This policy applies to all buildings, properties and facilities owned by the Town of Amherstburg.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer or designate.

## 4. DEFINITIONS

- 4.1. **Cenotaph** is a monument erected to honour the courage, valour and sacrifice of the heroes who have served - and continue to serve - Canada during times of war and conflict.
- 4.2. **Flag Holder** - or “outrigger” is a flagpole mounted on a building at an angle other than vertical.
- 4.3. **Flag Pole** in this policy refers to all flag poles on Town property under the care or control of Town staff.
- 4.4. **Half-masting** refers to the action of flying 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.

- 4.5. **Halyard** is a rope used for raising or lowering a flag.
- 4.6. **Masthead** refers to the highest part of the flagpole.
- 4.7. **Period of Mourning** is defined as the day of passing until the day of the funeral.
- 4.8. **Proclamation** means a public or official announcement or declaration by the Town.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

## 5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

## 6. **GUIDING PRINCIPLES**

The National Flag of Canada as well as other flags are symbols of honor and pride, and as such must be treated with respect.

### 6.1. **Flag Etiquette**

- 6.1.1. Flags of nations, provinces and cities should always be flown on their own mast or pole. It is improper to fly two or more flags on the same mast or pole (for example, one should not be beneath the other).
- 6.1.2. Nothing should be pinned to, drawn or sewn onto a nation, province or city flag.
- 6.1.3. Flags should not be obstructed or touch anything beneath them (i.e. floor, ground, table).

### **General Guidelines**

- 6.1.4. Flag raising requests must be in connection with a particular event by an organization and requested on an annual basis.
- 6.1.5. A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less.
- 6.1.6. Flags shall only be raised and lowered on those business days that the Town office is open.
- 6.1.7. If the event is on a weekend, flags will be lowered at the end of the last business day before the event, and raised again at the beginning of the next business day after the event.

## 6.2. Town of Amherstburg sites where flags are displayed

1	Town Hall & Fire Station	6	Libro Credit Union Centre
2	Police Service Building	7	Gordon House
3	Engineering and Public Works Department	8	Fire Station 2
4	Kings Navy Yard	9	Fire Station 3
5	Cenotaph in Kings Navy Yard		

## 6.3. Position of Honour

Facing the building, the observer will see the flags positioned in the order noted below and always from left to right:

Two Pole Display:

1. National Flag of Canada (left)
2. Town of Amherstburg Flag (right)

Three Pole Display:

1. Province of Ontario Flag
2. National Flag of Canada
3. Town of Amherstburg Flag

Five Pole Display

1. White Flag of France
2. Royal Union Flag (Union Jack)
3. National Flag of Canada
4. Royal Union Flag (Loyalist)
5. Flag of the United States (1795)

## 6.4. Flag Raising Criteria

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

- Support of particular event by a non-profit or charitable organization;
- Celebration achievements;
- Celebration of multi-cultural and civic events;
- Public awareness campaigns.

6.4.2. Restrictions:

Approval will not be given to fly flags for the purpose of supporting or promoting the following:

- Political parties or political organizations;
- Religious organizations or religious events or celebrations;
- Celebrations, campaigns or events intended for profit-making purposes;
- Events that support discrimination, hatred, violence or prejudice.

6.4.2.1. The Town of Amherstburg will follow national and provincial guidance regarding public recognition/display of flags and nations. Guidance shall be sought when in doubt.

## 6.5. Town of Amherstburg Cenotaph and Remembrance Day

- 6.5.1. The National Flag of Canada flown at the Town of Amherstburg Cenotaph will be half-masted as part of the Remembrance Day ceremony to honour and remember the fallen soldiers who gave their lives during the war.
- 6.5.2. This is the only time the flag at this location will be half-masted.
- 6.5.3. Flags at other locations (noted in Appendix A) will also be half-masted in honour of Remembrance Day. Flags will be lowered at the end of the last business day before Remembrance Day, and raised again at the beginning of the first business day afterwards.

## 6.6. Half-Mast for Mourning

- 6.6.1. Flags will be flown at half-mast positions, where feasible to do so, as a sign of mourning upon the passing of the following persons:
  - Her Majesty the Queen and members of the Royal family;
  - A past or present Prime Minister;
  - A past or present day elected representative of the Federal, Provincial and Municipal Governments;
  - Present day employees of the Town of Amherstburg; and,
  - A resident of Amherstburg, who is a member of the Canadian Armed Forces, killed while deployed on operations; or
  - As directed by the Mayor and Town Council or the Chief Administrative Office.
- 6.6.2. To honor the deceased, all flags in a group shall be flown at half-mast from the time of passing until the end of the day of the funeral service.
  - Only flags secured to flagpoles with halyards and pulleys will be half-masted.
  - To place a flag at half-mast, it shall be raised to the masthead, then, slowly lowered until the flag's center is midway between the masthead and the base of the flag pole.
- 6.6.3. Requests for half-masting
  - All requests will be considered by the CAO (or designate) providing it meets the established criteria in the Flag Protocol Policy.

*See Appendix A – Flag Locations for Half-Masting*

## 6.7. Provincial Annual Half-Masting Days

Ontario annually half-masts the National Flag of Canada from sunrise to sunset on:

- April 28 - National Day of Mourning for Persons Killed or Injured in the Workplace
- November 11 – Remembrance Day

## 6.8. Flag Care and Maintenance

Flags will be inspected on a regular basis (quarterly). When a flag's condition is such that it is no longer fitting for display (frayed, faded, torn, soiled or ripped), it is to be retired and replaced. The retired flag must be destroyed in a dignified manner.

## 7. **RESPONSIBILITIES**

- 7.1. **Council** has the authority and responsibility to:
  - 7.1.1. Adopt the *Flag Protocol*.
  - 7.1.2. Approve public awareness campaigns such as proclamations that involve the raising of a community flag.
  - 7.1.3. Approve the addition of other provincially recognized days of mourning when flags would be flown at half-mast.
- 7.2. The **CAO** has the authority and responsibility to:
  - 7.2.1. Ensure compliance with this policy.
- 7.3. The **Director of Parks, Facilities, Recreation and Culture** has the authority and responsibility to:
  - 7.3.1. Provide authorization to the Manager of Parks and Naturalized areas to facilitate the raising/lowering of flags.
- 7.4. The **Manager of Parks and Naturalized Areas** has the authority and responsibility to:
  - 7.4.1. Ensure that protocols under this policy are communicated to staff and are carried out consistently.
- 7.5. **Staff** has the authority and responsibility to:
  - 7.5.1. Comply with all provisions of this policy.

## 8. **REFERENCES AND RELATED DOCUMENTS**

- 8.1. Rules for Flying the National Flag of Canada
- 8.2. Ontario International Relations and Protocol
- 8.3. Government of Canada - Canadian Heritage
- 8.4. History of the National Flag of Canada
- 8.5. United Empire Loyalists' of Canada
- 8.6. Flag Act of 1794 (1 Stat. 341), Third Congress of the United States
- 8.7. *Appendix A – Flag Locations for Half-Masting*

## APPENDIX A – FLAG LOCATIONS FOR HALF-MASTING

	Location	Display	Flags	Half-Masting For Mourning & Remembrance Day
1	Town Hall & Fire Station	2 Pole	National Flag of Canada Town of Amherstburg Flag	Yes - All Flags
2	Police Services Building	1 Pole	National Flag of Canada	Yes
3	Engineering & Public Works Department	2 Pole	National Flag of Canada Town of Amherstburg Flag	Yes -All Flags
4	Kings Navy Yard Park	5 Pole	White Flag of France Royal Union Flag (Union Jack) National Flag of Canada Royal Union Flag (Loyalist) Flag of the United States (1795)	Yes -All Flags
5	Cenotaph Kings Navy Yard Park	1 Pole	National Flag of Canada	On Remembrance Day only
6	Libro Credit Union	3 Pole	Province of Ontario National Flag of Canada Town of Amherstburg Flag	Yes - All Flags
7	Gordon House	Projected from the building	National Flag of Canada	No
8	Fire Station 2	1 Pole	National Flag of Canada	Yes
9	Fire Station 3	Projected from the building	National Flag of Canada	No

### FLAGS DISPLAYED AT TOWN OF AMHERSTBURG SITES



1. National Flag of Canada



2. White Flag of France



3. Royal Union (Loyalist)



4. Royal Union (Union Jack)



5. Province of Ontario



6. Town of Amherstburg



7. Flag of the United States (1795)