



FLAG PROTOCOL

SECTION: ADMINISTRATION

**SUBJECT: PROTOCOL AND
ETIQUETTE FOR FLAGS**

1.0 Purpose:

- 1.1** To outline the Corporation's Policy, protocol and etiquette by which flags are flown at Municipal buildings throughout the City of St. Thomas.

2.0 Scope:

- 2.1** This policy applies to all flags flown or displayed at all City of St. Thomas municipal buildings.

3.0 Policy:

- 3.1** The National Flag of Canada should be displayed in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian flag always takes precedence over all other national flags when flown in Canada.
- 3.2** It is not common practice and it is discouraged to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony.
- 3.3** The National Flag of Canada should always be flown on its own mast. It is improper to fly two or more flags on the same mast.
- 3.4** If the National Flag of Canada is to be hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag.

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- 3.5** When the National Flag of Canada is displayed on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the speaker.
- 3.6** When used in the body of an auditorium and not on a platform, the National Flag of Canada should be to the right of the audience facing the flag.
- 3.7** When three flags are displayed, the location of the position of honour depends on the number of flags flown and the chosen configuration. When two flags or more than three flags are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the National Flag should be at the centre.
- 3.8** The order of precedence for flags is:
- 3.8.1** National Flag of Canada.
 - 3.8.2** The flags of other sovereign nations in alphabetical order.
 - 3.8.3** The flags of the provinces of Canada (in the order in which they joined Confederation).
 - 3.8.4** The flags of the territories of Canada (in the order in which they joined Confederation).
 - 3.8.5** The flags of municipalities/cities.

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3.8.6 Banners of organizations.

3.8.7 Historical flags.

3.9 If one simply wishes to create a decorative effect it is preferable to use pennants or coloured buntings and not flags.

3.10 The National Flag of Canada should always be raised first and lowered last.

3.11 Flags are flown at half-mast to bestow an honour and express the collective sense of sorrow.

Placing flags at half-mast:

3.11.1 Upon notice of death of the following people flags flying at municipal buildings will be lowered to half-mast and remain lowered until funeral services are completed:

3.11.1.1 The Sovereign, the Governor General and the Prime Minister

3.11.1.2 The Sovereign's Family

3.11.1.3 Former Governor General and Former Prime Minister

3.11.1.4 Lieutenant Governors

3.11.1.5 Privy Councillors and Senators

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3.11.1.6 Members of the House of Commons

3.11.1.7 Accredited Heads of Missions to Canada while in Canada

3.11.1.8 Present local Federal Member of Parliament

3.11.1.9 Present Provincial member of the Ontario Legislature

3.11.1.10 Present members of St. Thomas City Council

3.11.1.11 Past Mayors and members of St. Thomas Council on the day of the funeral service (City Hall flag only)

3.11.1.12 Present City of St. Thomas Employees

3.11.1.13 City Departments may place flags half-mast at their buildings upon the death of retired employees

3.11.1.14 Extraordinary circumstances as determined by the Mayor and City Manager

3.11.2 The National Flag of Canada is to be brought

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to half-mast position by first raising it to the top of the mast, then immediately lowering it slowly to the half-mast position.

3.11.3 The National Flag of Canada must be lowered to a position recognizably “half-mast” to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff.

3.12 When the Province of Ontario half-masts its provincial flag for a reason other than one provided for in the policy, flags flown at municipal buildings will be half-masted for the same duration as the Province of Ontario half-masts its flag.

3.13 The flags will be half-masted on all municipal buildings from sunrise to sunset on the following special days:

3.13.1 April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers’ Mourning Day)

3.13.2 June 23, National Day of Remembrance for Victims of Terrorism

3.13.3 Last Sunday in September, Police and Peace Officers’ National

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Memorial Day, unless half-masting occurs near the place where the memorial is being observed, then half-masting can occur according to the prescribed order of service until sunset

3.13.4 November 11, Remembrance Day, unless half-masting occurs at a place where remembrance is being observed, then half-masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset.

3.13.5 December 6, National Day of Remembrance and Action on Violence Against Women

3.14 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately. Such practice will be done by the Property Maintenance Department.

4.0 Flag Raising Ceremonies

4.1 Organizations that would like to request a flag raising ceremony at a municipal building must provide a written request to the City Clerks Department. Requests will be placed on a Council agenda for approval. Requests will be granted on a first come, first served basis. In the event that the City receives more than one request for the same time period, the provincial flag will be taken down and the organization flag flown for the time period requested. Requests for monthly flag raisings cannot be

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guaranteed. If an organization's request is approved it will be contacted by the City Clerks Department.

5.0 Responsibilities

- 5.1** Individual departments will be responsible for the half-masting, replacement of flags and flag raising ceremonies at their locations.

6.0 Consequences

- 6.1** Failure to follow this process may result in disciplinary action.

7.0 Notification

- 7.1** The Executive Assistant to the Mayor and City Manager will notify departments when flags are to be lowered to half-mast.

8.0 Schedule

- 8.1** List of buildings with flags:
 - 8.1.1** City Hall
 - 8.1.2** Central Fire Station
 - 8.1.3** Dennis Redman Fire Station
 - 8.1.4** Police Station
 - 8.1.5** St. Thomas Timken Community Centre

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- 8.1.6** Memorial Arena
- 8.1.7** Pinafore Park
- 8.1.8** Pollution Control Plant
- 8.1.9** Public Works Service Centre
- 8.1.10** Valleyview Home
- 8.1.11** St. Thomas Municipal Airport
- 8.1.12** Doug Tarry Sports Complex
- 8.1.13** L&PS Corridor

9.0 References

- 9.1** Heritage Canada

EFFECTIVE DATE: February 19, 2016	SUPERCEDES: New
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