

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Office of the City Clerk	Policy No:	
Department:	Council Services	Approval Date:	September 26, 2022
Division:		Approved By:	CR409/2022
		Effective Date:	
Subject:	Flag/Building Illumination and Proclamation Policy	Procedure Ref.:	
Review Date:	September 2025	Pages:	
Prepared By:	William Foot and Grace Montgomery		Date:

1. POLICY

- 1.1 To establish guidelines for the display of flags at municipal facilities and events, for the illumination of the City Hall Building at 350 City Hall Square West and guidelines related to Corporate Proclamation requests as outlined in section 5 of this policy.

2. PURPOSE

- 2.1 To provide a uniform and harmonized protocol for the raising, displaying and half-staffing of flags at all properties and facilities owned and operated by the City of Windsor and at events conducted by the City at other locations.
- 2.2 To provide a uniform and harmonized protocol for the illumination of the City Hall Building at 350 City Hall Square West.
- 2.3 To provide a uniform and harmonized protocol for the Corporate Proclamations.

3. SCOPE

- 3.1 This policy applies to all flag raisings at properties and facilities owned and operated by the City of Windsor, as well as the locations of all city-run events, except those that take place where the policies of another government body would take precedence.
- 3.2 This policy applies to illuminations at the City Hall Building at 350 City Hall Square West.

4. RESPONSIBILITY

- 4.1** The City Clerk or his/her designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the City of Windsor and/or the illumination of the City Hall Building at 350 City Hall Square West.
- 4.2** The City Clerk will provide notification to the Senior Manager of Communications & Customer Service and the 311 Call Centre accordingly when the flags of an agency or organization are raised or displayed or when flags are ordered to a half-staff position, or when the City Hall Building at 350 City Hall Square West has an illumination display.
- 4.3** The City Clerk or his/her designate will be responsible to review this policy every 3 years.

5. PROCLAMATIONS

- 5.1** Requests for proclamations shall be processed by the City Clerk on the condition the request will meet the following criteria:
- i) The request must be made at least four weeks in advance of the due date;
 - ii) The request must be submitted by a non-profit or charitable organization located in the City of Windsor on the organization's letterhead;
 - iii) The request must reflect a bona fide connection to the City of Windsor
- 5.2** Requests shall not be processed by the City Clerk if the request meets any of the following criteria:
- i) The request includes matters of political controversy, ideological or religious beliefs or individual conviction;
 - ii) The request contravenes Corporate policies or by-laws;
 - iii) The request defames the integrity of the City of Windsor;
 - iv) The request is intended for commercial or profit-making purposes;
 - v) The request is intended to influence federal, provincial or municipal government policy.
- 5.3** The City Clerk shall review the request and make any appropriate amendments to the proclamation, which in the City Clerk's view improves the structure and/or intent of the requested proclamation. If deemed appropriate, at the sole discretion of the City Clerk, the proclamation may be presented to the Mayor for signature purposes only. Once the proclamation has been signed, the proclamation shall be listed on the appropriate Council Agenda for information only along with approved flag raisings and building illuminations.

6. GOVERNING RULES AND REGULATIONS

6.1 CITY OF WINDSOR FLAG

- (a) The City of Windsor Flag will be flown at all city buildings or facilities where there are sufficient flagpoles to do so. Either in the event, that only one flagpole exists on the property, the Canadian Flag or City of Windsor Flag may be displayed.
- (b) The City of Windsor Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and functions where such flags are required.
- (c) The City of Windsor Flag should be flown or displayed properly and treated with dignity and respect.
- (d) The City of Windsor Flag shall not be used for commercial purposes by any organization.
- (e) The City of Windsor reserves the right to refuse, deny or restrict the use of the City Flag with respect to where or how it will be flown or displayed.

6.1.1 PROTOCOL

- (a) Flags will be flown and displayed in accordance to the manner outlined by the Federal Government which can be found at the following website: <https://www.canada.ca/en/services/culture/canadian-identity-society/anthems-symbols/national-flag.html>
- (b) Where the City of Windsor Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags and the City of Windsor Flag on the right.
- (c) Where the City of Windsor Flag is flown or displayed with the Canadian Flag and Province of Ontario Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of Ontario Flag to the left and the City of Windsor Flag to the right.
- (d) When using flags with a speaker's podium, the flags may be positioned either directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance to the manner outlined by the Federal Government as outlined in sections 6.1.1(b) and 6.1.1(c) of this policy.
- (e) When hung indoors without a flagpole, flags must be hung horizontally or vertically.

- (f) Under the discretionary authority of the Prime Minister, exceptional circumstances may be declared to approve the half-staffing of the Canadian Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad. The half-staffing of The City of Windsor Flag will follow the same guidelines and will adhere to the half-staffing timeframe outlined by the Federal Government.
- (g) In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height and shall follow the same half-staffing protocol.
- (h) When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of Ontario Flag, followed by the City of Windsor Flag.
- (i) Where an official representative of a Canadian province is visiting the City of Windsor on an official visit, that particular provincial flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- (j) Where an official representative of a country recognized by Canada, is visiting the City of Windsor on an official visit, that country's flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- (k) Where an official delegation is visiting Windsor from a recognized twin city, that country's flag may be flown at the City Hall Building at 350 City Hall Square West.
- (l) The City of Windsor reserves the right to fly flags to commemorate an event it deems appropriate at various properties such as, but not limited to, the Raid on Dieppe Memorial or Vietnam Memorial.
- (m) Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

6.1.2 HALF-STAFFING FOR MOURNING

- (a) The flying of flags at half-staff represents a period of official mourning or commemoration.
- (b) To honour the deceased, flags will be flown at half-staff from the time of death notification until sunset on the day of the memorial service.

- (c) Flags flown at municipally owned and operated buildings and facilities shall be lowered to a half-staff position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
 - i) Her Majesty the Queen and members of the Royal Family;
 - ii) A past or present Canadian Prime Minister;
 - iii) A past or present day elected area representative of the Federal, Provincial and Municipal governments;
 - iv) Past or present Mayor and Members of Council;
 - v) Present day employees of the Corporation of the City of Windsor
 - vi) As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
 - vii) As directed by the Mayor and City Council or Chief Administrative Officer.

- (d) Flags flown at municipal buildings and facilities shall be lowered to a half-staff position from sunrise to sunset to observe the following days:
 - i) Workers' Day of Mourning (April 28);
 - ii) National Day of Remembrance for Victims of Terrorism (June 23);
 - iii) Second Sunday in September, Firefighters' National Memorial Day, unless half-staffing occurs near the place where a memorial is being observed, then half-staffing can occur according to the prescribed order of service, until sunset;
 - iv) Last Sunday in September, Police and Peace Officers' National Memorial Day, unless half-staffing occurs near the place where a memorial is being observed, then half-staffing can occur according to the prescribed order of service until sunset;
 - v) National Day of Truth and Reconciliation (September 30);
 - vi) Remembrance Day (November 11) unless half-staffing occurs at a place where remembrance is being observed, then half-staffing can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;
 - vii) National Day of Remembrance and Action on Violence Against Women (December 6)
 - viii) Any other national day of remembrance as recognized by federal or provincial governments.

- (e) In the event of the death of a current municipal employee including those employed by Windsor Police and Windsor Fire Services, flags will be lowered to half-staff at that person's immediate workplace in accordance of Section 6.1.2(b) of this policy. Should that workplace not fly flags, the flags flown at 350 City Hall Square West will be lowered to half-staff to honour the deceased employee.

- (f) When lowering to half-staff, the flag should be raised fully to the top of the flagpole, and then lowered immediately to the half-staff position.

- (g) In the event of multiple flags being flown together, all will be flown at half-staff.
- (h) The half-staff position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximated centre position of the flagstaff not to be confused as a flag that has accidentally fallen.

6.1.3 CITY OF WINDSOR CENOTAPH

- (a) All flags to be flown at the City of Windsor Cenotaph will have a direct association to the Allied War efforts during World War I, World War II and the Korean War.

6.1.4 SPECIAL REQUESTS – FLAGS

- (a) A special request from an agency or organization located in Windsor/Essex wishing to raise their flags at 350 City Hall Square West or at any property owned and operated by the City of Windsor to mark an event will be reviewed and processed by the City Clerk to authorize and will be provided to the Mayor for signature. The special request will be noted on the Council Agenda under the Flag Raising/Building Illumination section for information only.
- (b) A special request in writing to the City Clerk must be made four weeks prior to the requested date including the following information:
 - Name of the requesting organization;
 - Contact information;
 - Requested event or occasion;
 - Date or time period of event or occasion;
 - Explanation or purpose of the event or occasion;
 - Description of the applicant organization including any local national or international affiliation, brief history, and any other relevant information.
- (c) There will be no presentations or delegations at City Council with respect to flag raising requests and/or building illumination.
- (d) Flags flown by special request will take the place of the City Flag for the duration that the request is granted or for an appropriate period specified by the City Clerk to mark an event.
- (e) In the event of the death of military personnel with the Canadian Armed Forces while deployed on duty and with a direct relationship to the City of Windsor, the flags flown at the City Hall Building at 350 City Hall Square West will be lowered to half- staff in accordance with section 6.1.2(b) of this policy to honour the fallen soldier.

- (f) At no time, will the City of Windsor display flags deemed inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- (g) The City of Windsor reserves the right to choose which flags may or may not be flown at City owned properties.

6.2 CITY OF WINDSOR BUILDING ILLUMINATION

- (a) The use of multi-colour capable LED lighting installations at the City Hall Building at 350 City Hall Square West provides a unique opportunity to display the official colour associated with a charitable or non-profit organization or a City of Windsor event, in order to create awareness of and/or celebrate and/or memorialize an organization or significant event.

6.2.1 PROTOCOL

- (a) Organizations making a Building Illumination request must be charitable or non-profit organizations.
- (b) Charitable or non-profit organizations making a Building Illumination request must be consistent with City of Windsor's policies and/or by-laws.
- (c) The City Hall Building at 350 City Hall Square West shall not be illuminated for political, religious, or for-profit organizations or purposes.

6.2.2 SPECIAL REQUESTS – BUILDING ILLUMINATIONS

- (a) A special request from an agency or organization located in Windsor/Essex wishing to change the Building Illumination at 350 City Hall Square West will be reviewed and processed by the City Clerk to authorize and will be provided to the Mayor for signature. If approved, the special request will be noted on the Council Agenda under the Flag Raising/Building Illumination section for information only.
- (b) A special request in writing to the City Clerk must be made four weeks prior to the requested date including the following information:
 - Name of the requesting organization;
 - Contact information;
 - Requested event or occasion;
 - Date or time period of event or occasion;
 - Explanation or purpose of the event or occasion;
 - Description of the applicant organization including any local national or international affiliation, brief history, and any other relevant information.
 - Colour of lights requested

- (c) There will be no presentations or delegations at City Council with respect to Building Illumination.
- (d) Building Illumination by special request will take place at the City Hall Building at 350 City Hall Square West for the duration that the request is granted, or for an appropriate period specified by the City Clerk to mark the event.

7. RECORDS, FORMS AND ATTACHMENTS

7.1. Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.

7.2. Attachments:

- The Proclamation Application Form
- The Flag Application Form
- The Building Illumination Application Form



Application for Proclamation

Completed form to be submitted to City Clerk at least four weeks in advance of the event.

You must provide the draft wording for your proclamation in order to receive an official, signed proclamation from the Mayor. Please attach the draft wording to the completed form.

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Email:** _____

Proclamation Requested:
(Name or title of proclamation, week or month to be proclaimed)

Purpose of Proclamation:

Has the same or a similar proclamation been requested previously? Yes No

Date of previous request: _____

Signature

Date

Please Submit the Completed Form to the Council Services Department

In person: Council Services Department, 350 City Hall Square West, Suite 530

Email: clerks@citywindsor.ca

Fax: 519-255-6868

The personal information on this form is collected under the authority of the *Municipal Act*. The information is used for the purpose of processing the application for proclamation. Questions about this collection of information can be made to the Manager, Records / Election & Freedom of Information Coordinator, (519) 255-6100 ext. 6578.

Internal Use Only

City Clerk

Date

Application for Flag Raising – 350 City Hall Square West

Completed form to be submitted to City Clerk at least four weeks in advance of the event.

A special request from an agency or organization located in Windsor/Essex wishing to raise their flags at 350 City Hall Square to mark an event will be reviewed and processed by the City Clerk, who will present the request to the Mayor for signature. If approved, the special request will be noted on the Council Agenda under the Proclamations section for information only.

Note: *As per the City of Windsor Flag Policy CR206/2010:*

- There will be no presentations or delegations at City Council with respect to flag raising request.
- At no time will the City of Windsor display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- The City of Windsor reserves the right to choose which flags may or may not be flown at city owned properties.

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Email:** _____

Requested Event or Occasion: _____

Date / Time of Event & Length of Time to Fly your Flag

Explanation or Purpose of the Event

Description of the Applicant Organization

(Include any local, national or international affiliation, brief history and any other relevant information)

Description of the Flag to be Raised (Note: The flag should be no larger than 36 inches x 72 inches)

(Include brief physical description, colours, symbols, and any other relevant information)

Signature

Date

Please Submit the Completed Form to the Council Services Department

In person: Council Services Department, 350 City Hall Square West, Suite 530

Email: clerks@citywindsor.ca

Fax: 519-255-6868

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Internal Use Only

City Clerk

Date

Mayor

Date

Internal Distribution

- Corporate Communications**
- Manager of Facilities**
- 311 Call Centre**
- Community Special Events, Recreation & Culture Department**



Application for City Hall Building Illumination – 350 City Hall Square West

Completed form to be submitted to City Clerk at least four weeks in advance of the event.

A special request from an agency or organization located in Windsor/Essex wishing to illuminate the 350 City Hall Square building to mark an event will be reviewed and processed by the City Clerk, who will present the request to the Mayor for signature. If approved, the special request will be noted on the Council Agenda under the Proclamations section for information only.

Note: *As per the City of Windsor Flag Policy CR206/2010:*

- There will be no presentations or delegations at City Council with respect to building illuminations

Organization Name: _____

Contact Name: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone: _____ **Email:** _____

Requested Event or Occasion: _____

Date / Time of Event & Length of Time for Illumination: _____

Explanation or Purpose of the Event: _____

Description of the Applicant Organization:

(Include any local, national or international affiliation, brief history and any other relevant information)

Description of the Requested Illumination:

(Include colours and any other relevant information)

Signature

Date



Please Submit the Completed Form to the Council Services Department

In person: Council Services Department, 350 City Hall Square West, Suite 530

Email: clerks@citywindsor.ca

Fax: 519-255-6868

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Internal Use Only

City Clerk

Date

Mayor

Date

Internal Distribution

- _____ **Corporate Communications**
- _____ **Manager of Facilities**
- _____ **311 Call Centre**
- _____ **Community Special Events, Recreation & Culture Department**