

THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:	Office of the City Clerk	Policy No.:	
Department:	Council Services	Approval Date:	June 7, 2010
Division:		Approved By:	CR206/2010
		Effective Date:	
Subject:	Flag Policy	Procedure Ref.:	
		<i>Pages:</i>	Rescinds: CR149/81 and CR519/90
			Date:

1. POLICY

1.1 To establish guidelines for the display of flags at municipal facilities and events.

2. PURPOSE

2.1 To provide a uniform and harmonized protocol for the raising, displaying and half-masting 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.

3. SCOPE

3.1 This policy applies to all 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.

4. RESPONSIBILITY

4.1 The City Clerk & Licence Commissioner 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.

4.2 The City Clerk & Licence Commissioner 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-mast position.

5. GOVERNING RULES AND REGULATIONS

5.1 CITY FLAG

- (a) The City of Windsor Flag will be flown at all city buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either 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 Flag should be flown or displayed properly and treated with dignity and respect.
- (d) The City 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

5.2 PROTOCOL

- (a) Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage at their website, www.pch.gc.ca.
- (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 either be positioned 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 Department of Canadian Heritage as outlined in sections 5.2(b) and 5.2(c) of this policy.
- (e) When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- (f) 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.
- (g) 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.

(h) 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.

(i) 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.

(j) Where an official delegation is visiting Windsor from a recognized twin city, that country's flag may be flown at 350 City Hall Square West.

(k) 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.

(l) Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

5.3 HALF-MASTING FOR MOURNING

(a) The flying of flags at half-mast represents a period of official mourning or commemoration.

(b) To honour the deceased, flags will be flown at half-mast 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-mast 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-mast position from sunrise to sunset to observe the following days:

- i) Workers' Day of Mourning (April 28)
- ii) Last Sunday in September, Police and Peace Officers' National Memorial Day, from sunrise to sunset, unless half-masting occurs near the place where a memorial is being observed, then half-

masting can occur according to the prescribed order of service until sunset.

- iii) Remembrance Day (November 11)
- iv) National Day of Remembrance and Action on Violence Against Women (December 6)

(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-mast at that person's immediate workplace in accordance of Section 5.3(b) of this policy. Should that workplace not fly flags, the flags flown at 350 City Hall Square West will be lowered to half-mast to honour the deceased employee.

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

(g) In the event of multiple flags being flown together, all will be flown at half-mast.

(h) The half-mast 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.

5.4 CITY OF WINDSOR CENOTAPH

(a) Any and 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.

5.5 SPECIAL REQUESTS

(a) 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 & Licence Commissioner, 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.

(b) A special request in writing to the City Clerk & Licence Commissioner 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.
- (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 & Licence Commissioner 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 350 City Hall Square West will be lowered to half-mast in accordance with section 5.3(b) of this policy to honour the fallen soldier.
- (f) 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.
- (g) The City of Windsor reserves the right to choose which flags may or may not be flown at city owned properties.