



## The Corporation of the Town of Tecumseh

### Policy Manual

<b>Policy Number:</b>	<b>38</b>
<b>Effective Date:</b>	Click here to enter a date.
<b>Supersedes:</b>	RCM 364/14 September 9, 2014
<b>Approval:</b>	Click or tap here to enter text.
<b>Subject:</b>	<b>Flag Protocol Policy</b>

#### 1. Purpose

- 1.1 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. Scope

- 2.1 This policy applies to all buildings, properties and facilities owned and operated by the Town.
- 2.2 This policy shall be reviewed every 4 years from the date it becomes effective, and/or sooner at the discretion of the Director, Legislative Services.

#### 3. Definitions

- 3.1 “**Flagpole**” in this policy refers to all flag poles on Town property under the care or control of Town staff.
- 3.2 “**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.
- 3.3 “**Town**” refers to the Town of Tecumseh.

## 4. Flag Poles

- 4.1 The Town of Tecumseh has a number of flagpole locations throughout the Town. (Schedule A for a list of locations.)
- 4.2 Flagpoles are erected at those identified Town facilities and parks which host meetings, events, or gatherings of Provincial, National, or International significance.
- 4.3 A Community Flagpole is also located at Town Hall to provide an opportunity to raise awareness and support for community events. Requests to raise a community flag must be submitted to Town Administration through the online form.
- 4.4 If a request for a new flagpole is received by Town Administration, the location shall meet the following criteria for consideration:
  - 4.4.1 The location can host meetings, events, or gatherings of Provincial, National, or International significance to the Town.
  - 4.4.2 The rationale for the location meets the Town's current Strategic Priorities.
  - 4.4.3 If the criteria are satisfied, Administration will present a report to Council recommending the location for approval.
- 4.5 **Flag Care and Maintenance**
  - 4.5.1 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. For current methods to dispose of the National Flag see etiquette [here](#). Such practice will be coordinated by the Department Community and Recreation Services for the Town of Tecumseh.
  - 4.5.2 Flags are stored at the Tecumseh Town Hall, or other designated Town storage facility in a safe and proper manner.

## 5. Procedure

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

---

## **5.1 Dignity of the National Flag of Canada**

- 5.1.1 The National Flag of Canada should be displayed only 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. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of His Majesty's representatives in Canada. The Canadian flag should always be flown aloft and free.
- 5.1.2 It is improper to use the National Flag of Canada as a table or seat cover or as a masking for boxes, barriers, or intervening space between floor and ground level on a dais or platform.
- 5.1.3 While it is not technically incorrect to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, it is not common practice to do so and should be discouraged.
- 5.1.4 When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all persons present should face the flag and all should remain silent.

## **5.2 Position of Honour**

- 5.2.1 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 position of honour is in the centre.
- 5.2.2 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.
- 5.2.3 All flags should remain unobstructed and should not touch anything beneath them.
- 5.2.4 When the National Flag of Canada is flown alone on top or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observers facing the flag.
- 5.2.5 When the National Flag of Canada is flown alone on top or in front of a building, where there are more than two flagpoles, it should be flown as near as possible to the centre.

5.2.6 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 celebrant or speaker.

5.2.7 When the flags are displayed in Council Chambers, the order of the flags are (left to right of the Mayor chair) National Flag, Provincial Flag (Left Side of Mayor Chair) County of Essex Flag and Town of Tecumseh Flag (Right Side of Mayor Chair).

### 5.3 Precedence

5.3.1 The order of precedence for flags is:

- a. The National Flag of Canada
- b. The flags of other sovereign nations in alphabetical order (if applicable)
- c. The flags of the provinces of Canada ([in the order in which they joined Confederation](#))
- d. The flags of the territories of Canada ([in the order in which they joined Confederation](#))
- e. The flags of municipalities/cities (Town of Tecumseh)
- f. Banners of organizations
- g. Historical Flags

#### 5.3.2 Single Flagpole

- a. When the National Flag of Canada is flown alone on top or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observers facing the flag.
- b. When the National Flag of Canada is flown alone on top or in front of a building, where there are more than two flagpoles, it should be flown as near as possible to the centre.

#### 5.3.3 Multiple Flagpoles

- a. The National Flag of Canada, when flown or paraded, takes precedence over all other national flags. When flown with other flags, all flags should be flown on separate staffs and

at the same height, all being of the same size, with the National Flag of Canada occupying the position of honour.

- b. The National Flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.
- c. When flown with another flag, the National Flag of Canada should be to the left of the observer facing the flags, and both should be at the same height.

#### **5.3.4 Town Flag**

- a. The Town Flag will be flown at all of the Corporation's 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 Town Flag may be displayed.
- b. The Town Flag shall not be used for commercial purposes by any organization.
- c. The Corporation reserves the right to refuse, deny or restrict the use of the Town Flag with respect to where or how it will be flown or displayed.

### **5.4 General Guidelines**

- 5.4.1 For Special Requests for a flag raising/half-masting, it must be in connection with a particular event by an organization and can only be requested on an annual basis.
- 5.4.2 A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less.
- 5.4.3 Flags shall only be raised and lowered on those business days that the Town office is open.
- 5.4.4 If the event is on a weekend, flags will be lowered at the end of the last business day after the event.

## **6. Half-Masting for Mourning**

- 6.1 Flags will be flown at half-mast positions at the Town Hall location flagpoles, where feasible to do so, as a sign of mourning upon the passing of the following persons:

- 
- 6.1.1 Members of the Royal family
  - 6.1.2 A past or present Prime Minister
  - 6.1.3 A past or present day elected representative of the Federal, Provincial and Municipal Governments
  - 6.1.4 Present day employees of the Town of Tecumseh or members of the Town Council
  - 6.1.5 A resident of Tecumseh who is a member of the Canadian Armed Forces, killed while deployed on duty
  - 6.1.6 As otherwise directed by the Mayor and Town Council or the Chief Administrative Office
- 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.
- 6.3 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 Town of Tecumseh, either born or resides in Tecumseh, the flags flown at the Tecumseh Town Hall will be lowered to half-mast to honour the fallen soldier. Any other consideration will be considered as a special request.
- 6.4 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 flagpole.
- 6.5 Federal and Provincial Annual Half-Masting**
- 6.5.1** Where feasible to do so, the National Flag of Canada will be flown at half-mast position at the Town Hall location in observance of the following events/dates observed annually by the **Federal and Provincial governments:**
- a. **April 9 - Anniversary of the Battle of Vimy Ridge**
  - b. **April 28 - The Day of Mourning for Persons Killed or Injured in the Workplace**
  - c. **June 23 - National Day of Remembrance for Victims of Terrorism**
  - d. **November 11 – Remembrance Day**
  - e. **November 8 - Indigenous Veterans' Day**

f. December 6 - National Day of Remembrance and Action on Violence against Women

g. January 27 - International Holocaust Remembrance Day

6.6 When the flags are placed at half-mast, to inform the public, a notice will be provided on the Town's website with a brief summary of the observance.

## 7. Special Requests - Town of Tecumseh Flag Sites

7.1 There will be no presentations or delegations at Town Council with respect to flag raising requests. All Special Requests shall be made to Town Administration in accordance with the terms of this Policy.

7.2 Flags flown by special request will be flown at the Community Flagpole at Town Hall and shall be flown for the duration that the request is granted, or for an appropriate period specified by the Director Legislative Services to mark an event.

7.3 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 Town of Tecumseh, the flags flown at the Tecumseh Town Hall will be lowered to half-mast to honour the fallen soldier.

7.4 At no time will the Town of Tecumseh display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.

7.5 The Town of Tecumseh reserves the right to choose which flags may or may not be flown at Town owned properties.

7.6 The Town of Tecumseh only holds flag raising and half - masting ceremonies at the flag poles located at Tecumseh Town Hall. The Director Legislative Services may permit other flag locations based on the request.

7.7 All flag requests must be submitted through the form available online on the Town's website. Requests are on a first come first serve basis for the current calendar year. If there is already an observance scheduled for the date requested, the request may be denied.

7.8 If Council or a Council Member wished to make a Special Request, it shall be made and accommodated by way of Council Resolution and in deciding whether to make such a request by way of Council Resolution Council shall have regard to the criteria set out in this Policy.

## 7.9 Flag Raising Criteria

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

- a. Support of a particular event by a non-profit or charitable organization
- b. Celebration of achievements
- c. Celebration of multi-cultural and civic events
- d. Public awareness campaigns (in keeping with the Town's Policies and by-laws)

### 7.9.2 Restrictions

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

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

7.10 The Town of Tecumseh will follow national and provincial guidance regarding public recognition/display of flags and nations. Guidance shall be sought when in doubt. Flags are to be displayed for one day (sunrise to sunset) unless the flag is displayed for the entire month in which case the flags will be raised on the first Monday of the month and lowered on the last Friday of the month.

7.11 In a situation where a flag is being flown for recognizing a month, if another request is received for a particular day in this month, accommodation may be made to permit the additional request by lowering the flag of the month observance and flying the other request for the day (sunrise to sunset). The month-long observance will resume with the flag raising the following business day.

7.12 The following are the events/dates observed by the Federal and/or Provincial governments which the Town annually raises flags to be flown at Town Hall:



- a. February – Black History Month
- b. March 8 - International Women's Day
- c. June – Pride Month
- d. June 21 - National Indigenous Peoples Day
- e. September 25 - Franco – Ontarian Day
- f. September 30 - National Day for Truth and Reconciliation
- g. November 8 to 11 - Veterans' Week

## **8. Responsibilities**

- 8.1 The Director, Legislative Services or designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the Town.
- 8.2 The Community & Recreations Services will be responsible for the half-masting and raising, disposal and replacement of flags.