



Town of Whitby Policy

Policy Title:	Flag Raisings
Policy Number:	MS 460
Reference:	Council Resolution # 260-04, # 159-05, # 193-11, #312-17, and #354-19
Date Approved:	November 8, 2004
Date Revised:	December 16, 2019
Approval:	Council
Point of Contact:	Town Clerk

Policy Statement

The Corporation of the Town of Whitby is committed to recognizing significant dates, occasions and contributions of non-profit or charitable organizations and public awareness campaigns.

Purpose

The purpose of this policy is to establish a consistent protocol for the flying of flags at Town Hall and all Town buildings, properties, and facilities.

Scope

This policy applies to requests and occasions for the raising, displaying and half-masting of flags.

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1 Definitions

- 1.1 Canadian Flag** means the Canadian Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- 1.2 Courtesy Flag Pole** means the flag pole located at the front of the Whitby Municipal Building that normally displays the Town of Whitby Flag, or a separate designated flag pole, which will be used to display flags of other organizations and groups as part of an awareness campaign.
- 1.3 Half-mast** means the position of the flag when flying at half-mast and will depend on the size of the flag and the length of the flagstaff, but as a general rule, the centre of the flag should be exactly half-way down the mast. When a flag is flown at half-mast, flags on all accompanying flag poles shall also be flown at half-mast.
- 1.4 Mourning Flag** means the flag flown half-mast at Town of Whitby fire halls to recognize a line of duty fire fighter death in Ontario.
- 1.5 Ontario Flag** means the current Ontario Flag as proclaimed by the Flag Act on May 21, 1965.
- 1.6 Town of Whitby Flag** means the current flag for the Corporation of the Town of Whitby as approved by Council.

2 Protocol

2.1 Half-masting

- a) Flags are flown at Half-mast as a sign of respect and condolence or to commemorate significant dates. The flags flown at Town properties shall only be flown at Half-mast on:
- the death of the Mayor;
 - the death of a Member of Council;
 - the death of a current Town of Whitby employee;
 - the death of a former Mayor;
 - the death of the Chair of the Regional Municipality of Durham; or
 - on the direction of the majority of Members of Council.
- b) In accordance with Federal and Provincial protocol, flags will also be flown at Half-mast on:

- the death of the Sovereign or a member of the Royal Family related to the Sovereign (spouse, son or daughter, father, mother, brother, sister), the Governor General, the Prime Minister, a former Governor General, a former Prime Minister, or a Federal Cabinet Minister;
 - the death of the Lieutenant Governor, the Premier of Ontario or another person similarly honoured by the Province of Ontario; and,
 - the death of the local Member of Parliament or local Member of Provincial Parliament.
- c) Flags will also be flown at half-mast, in recognition of the following dates:
- November 11, Remembrance Day. The flag is to be flown at half-mast starting at 11:00 am, to coincide with the start of the ceremony at the National War Memorial, and be raised at sunset;
 - April 28, the Day of Mourning for Persons Killed or Injured in the Workplace, with the flags being flown at half-mast from sunrise to sunset; and,
 - The Second Sunday of September, National Firefighter Memorial Day, with the flags being flown at half-mast from sunrise to sunset.
- d) In addition to the above subsections a, b and c, flags flown at Town of Whitby fire halls shall also be flown at Half-mast for:
- Firefighter line of duty deaths within the Province of Ontario; or
 - At the direction of the Fire Chief, in consultation with the Chief Administrative Officer.

The length of time that the flag shall be flown at Half-mast for reasons listed in Section 2.1 (a), (b) and (d) shall be from the date of the death and up to and including the day of the funeral, unless otherwise approved by the Clerk. On the day of the funeral, the flags shall be raised at sunset.

2.2 Process for Half-masting

The Office of the Clerk shall notify all departments regarding the Half-masting of flags with respect to the location, the reason and the duration that the flag will be flown at Half-mast in accordance with this policy. Department contacts responsible for facilities and Town properties shall lower and raise the flags at all municipal facilities upon receipt of the appropriate notification.

The Fire Chief shall notify Council when flags are flown at half-mast for the reasons listed in Section 2.1 (d) and shall coordinate the appropriate community notification via the signs at fire halls and such other means the Fire Chief deems appropriate.

3 Flag Placement Etiquette

- 3.1** Flag Placement shall be in accordance with the Government of Canada Position of Honour of the Canadian Flag as outlined in Appendix 1.

4 Flag Raising Requests from External Organizations

- 4.1** Criteria for evaluation of flag raising requests from external organizations and groups to have their flag flown on the Courtesy Flag Pole.

a) Flags and flag raisings may be approved by Council for:

- Non-profit or charitable organizations;
- Recognition of national or international dignitaries visiting the Municipality; and,
- Public awareness campaigns.

b) Displaying of flags and flag raisings shall not be approved for:

- Political parties or political organizations;
- A business or commercial enterprise;
- Religious organizations or the celebration of religious events (save and except awareness or celebration that promotes interfaith and/or intercultural dialogue in keeping with the Town's ethno cultural and diversity objectives); and,
- If the intent is to defame the integrity of Whitby Council.

c) In the event a flag raising request is received during Council summer recess, a break in the Council schedule prior or following Election Day, or other breaks in the Council schedule whereby receipt of an application in accordance with Section 4.2 cannot be placed on the next Regular Council agenda, the Clerk shall have the authority to either approve or deny the request in accordance with the criteria outlined in Section 4.1.

- d) Ceremonies for approved flag raising requests may be accommodated in accordance with a procedure approved in accordance with this policy. If a request for a flag raising ceremony cannot be accommodated at Town Hall, the flag raising and ceremony may be held at Celebration Square subject to provisions included in said procedure.

4.2 Application Process

- a) Flag raising requests shall be submitted to the Clerk at least four (4) weeks prior to the flag raising using the Flag Raising Request Form prescribed by the Clerk.
- b) The Clerk shall review all requests and only those meeting the approval criteria shall be provided to Council for consideration and approval.
- c) Where more than one request is received for a flag raising on the same day, the flag raising request that was received first shall be the flag raised provided the flag raising has been approved by Council.
- d) Requests for a flag raising shall be limited to the raising of any flag for a maximum of one day, unless a flag pole specifically designated for flag raisings is available, in which case the raising of any flag shall be for a maximum of five days.
- e) Should an occasion or reason arise to lower the flags to Half-mast in accordance with Section 2.1 and 2.2 of this Policy, the organization's flag shall be removed and replaced with the Town of Whitby Flag for the duration of the Half-masting period.
- f) Should a flag raising be scheduled for a day that flags will be flying at Half-mast, the Clerk shall advise the organization that their flag cannot be raised and will make efforts to reschedule the flag raising for a mutually agreeable day, in coordination with the Mayor and Councillors' Office if a flag raising ceremony has been requested.
- g) For flag raising requests that do not meet the criteria specified in this policy and therefore cannot be approved, the Clerk shall send a response in writing to the requestor advising of the Town's policy for flag raisings and the reason for denying the application.
- h) For all eligible requests, the Clerk shall prepare a summary of the flag raisings and list such requests under the Correspondence section of the next regularly scheduled Council meeting agenda for Council approval.
- i) Notification to the media, advertising and the request for a flag raising ceremony is the responsibility of the applicant.

Appendices

Appendix 1 Position of Honour of the National Flag of Canada

This Policy is hereby approved by Council Resolution #354-19 on this 16th day of December, 2019.



Government
of Canada

Gouvernement
du Canada

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Position of honour of the National Flag of Canada

When the National Flag of Canada or other provincial or territorial flags are displayed, proper consideration and etiquette should be maintained.

The location of the position of honour – that is, where the Canadian flag is placed – depends on the number of flags flown and the chosen formation.

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Precedence

The order of precedence for flags is:

- The National Flag of Canada
- The flags of other sovereign nations in alphabetical order (if applicable)
- The flags of the provinces of Canada ([in the order in which they joined Confederation](#))
- The flags of the territories of Canada ([in the order in which they joined Confederation](#))

- The flags of municipalities/cities
- Banners of organizations
- Historical flags

It is important to note that the following flags take precedence over the National Flag on buildings where one of the dignitaries are in residence or where they are attending a function:

- Her Majesty's Personal Canadian Flag;
- the standards of members of the Royal Family;
- the standard of the Governor General; and
- the standard of the Lieutenant Governor (in his or her province of jurisdiction and when assuming the duties of the representative of the Queen).

If someone would like to use the flags as a decoration, it is recommended that pennants or coloured buntings are used, and not flags.

When flown alone

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 (to an observer facing the flag).

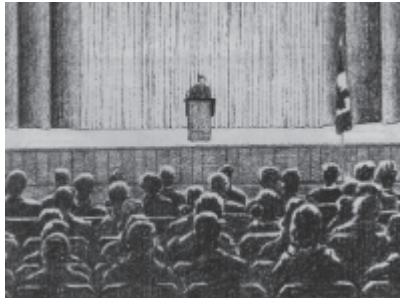
When the National Flag of Canada is flown alone on top or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the centre.



When the National Flag of Canada is displayed in a place of worship or 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 audience).



When used in the body of a place of worship or auditorium, the National Flag of Canada should be to the right of the congregation or spectators facing the Flag (Figure 3).



With flags of other sovereign nations

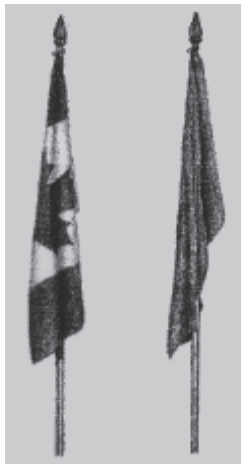
When flown or paraded, the National Flag of Canada takes priority over all other national flags. When flown with the flags of other sovereign nations, all flags should be flown on separate flagpoles/masts and at the same height, all being of the same size, with the National Flag of Canada in the position of honour. The National Flag should be raised first and lowered last, unless the number of flags permits their being raised and lowered at the same time.

There are exceptions when flying the Union Jack, and other foreign flags in Canada.

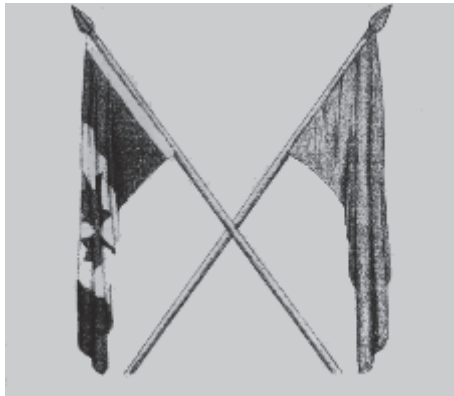
The flag configurations shown below also apply when the National Flag of Canada is flown with one or more flags of the provinces and territories.

Configurations

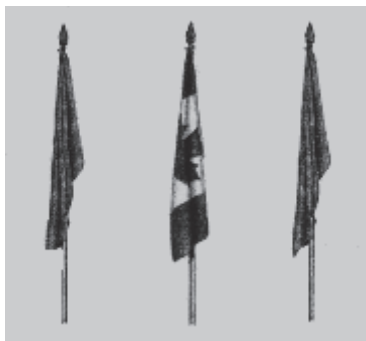
With the flag of one other nation, the National Flag of Canada should be on the left of the observer facing the flags; both should be at the same height.



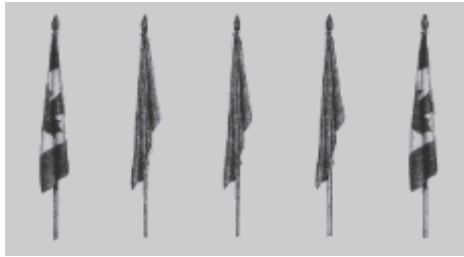
When crossed with a flag of another sovereign nation, the National Flag of Canada should be on the left of the observer facing the flags; the flagpole bearing the National Flag of Canada should be in front of the pole of the other flag.



In a line of three flags, the National Flag of Canada should be in the centre. The other two flags should, in alphabetical order, be placed to the left and right of the National Flag respectively (from the point of view of the observer facing the three flagpoles/masts).



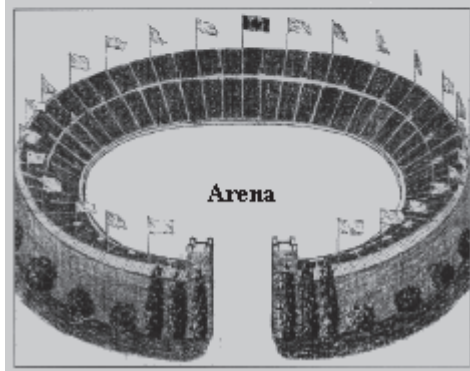
When there are more than three flagpoles/masts, the National Flag of Canada should be flown on the far left of the observer facing the flags, followed by the flags representing the other sovereign nations ordered alphabetically. An additional National Flag of Canada may also be flown on the right at the end of the line.



In a semi-circle of flags representing a number of sovereign nations, the National Flag of Canada should be in the centre.

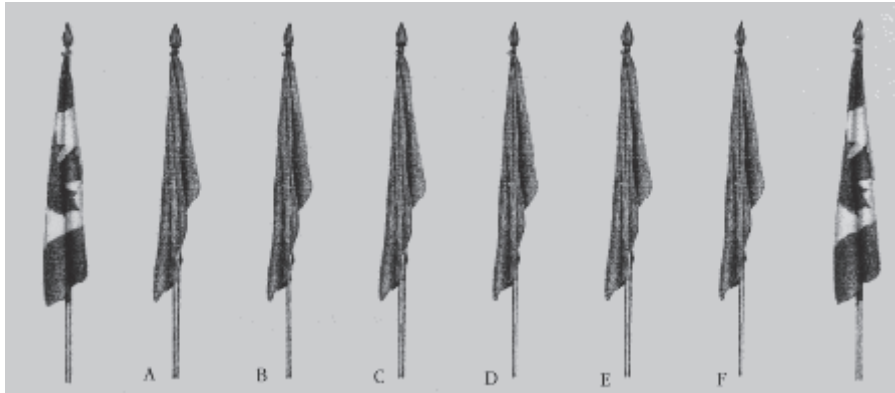


In an enclosed circle of flags representing a number of sovereign nations, the National Flag of Canada should be flown on the flagpole/mast immediately opposite the main entrance to a building or arena.



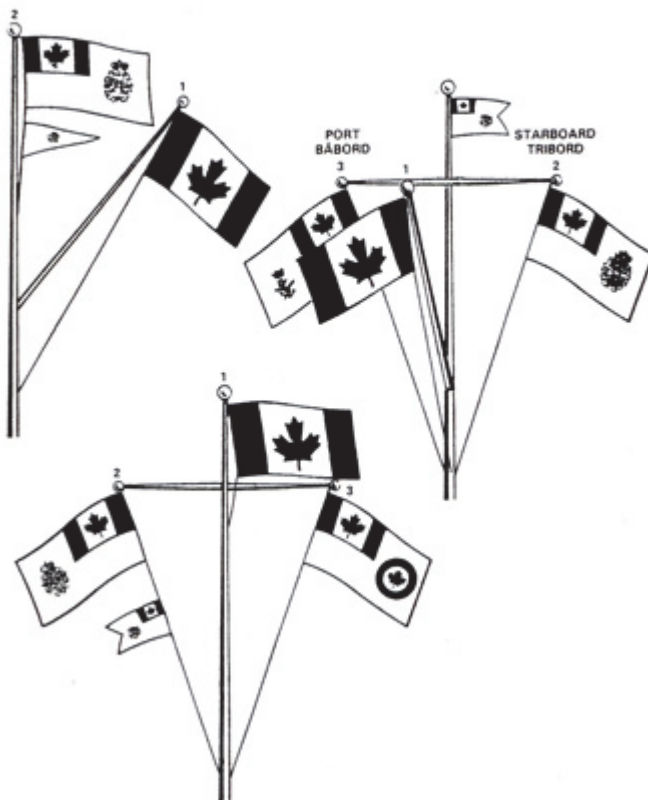
A combination of flags of sovereign nations, provinces, territories and organizations

In keeping with previously outlined practice, the National Flag of Canada, when flown with different types of flags, should be flown on the left of an observer facing the flags. The position of the other flags is determined by order of precedence.



When displayed with a flag of another sovereign nation, a provincial/territorial flag, a company/association flag or club pennants on a flagpole fitted with a yardarm or a gaff, the National Flag of Canada is positioned as follows:

MASTS, YARDARMS AND GAFFS



With flags of the Canadian provinces and territories

When provincial and territorial flags are flown with the National Flag of Canada, the order is based on the date of entry into Confederation of the provinces followed by the territories. In a grouping of flags that includes the National Flag of Canada and all of the flags of the provinces and territories, the order of precedence is:

- National Flag of Canada
- Ontario (1867)
- Quebec (1867)
- Nova Scotia (1867)
- New Brunswick (1867)
- Manitoba (1870)
- British Columbia (1871)
- Prince Edward Island (1873)
- Saskatchewan (1905)
- Alberta (1905)
- Newfoundland (1949)
- Northwest Territories (1870)
- Yukon (1898)
- Nunavut (1999)

When displays include more than three flagpoles/masts, the National Flag of Canada should be flown on the left of the observer facing the flags, followed by the flags of the provinces and territories. An additional National Flag of Canada may be displayed at the end of the line if desired. The following are examples of the order of the National Flag with the provinces and territories:

Displayed along a wall

Flags displayed along a wall start with the National Flag followed by the provinces in order of the date they entered Confederation, then followed by the territories, from left to right. Another National Flag may be placed at the end.



Diagram showing the order of precedence when displaying along a wall the Canadian flag with those of the provinces and territories. From left to right: National Flag of Canada, Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Saskatchewan, Alberta, Newfoundland, Northwest Territories, Yukon, Nunavut.

Displayed flanking an entrance

Flags displayed flanking an entrance start with the National Flag on the left, followed by the provinces in order of the date they entered Confederation, then followed by the territories. The order alternates sides, starting from the left, then right, then left and so on.

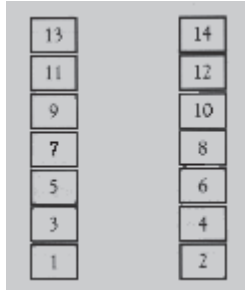


Diagram showing the order of precedence when displaying on each side of an entrance the Canadian flag with those of the provinces and territories. Left side, front to back: National Flag of Canada, Quebec, New Brunswick, British Columbia, Saskatchewan, Newfoundland, Yukon. Right side, front to back: Ontario, Nova Scotia, Manitoba, Prince Edward Island, Alberta, Northwest Territories, Nunavut.

Displayed in a “V” shape

Flags displayed in a “V” shape start with the National Flag in the centre, followed by the provinces in order of the date they entered Confederation, then followed by the territories.

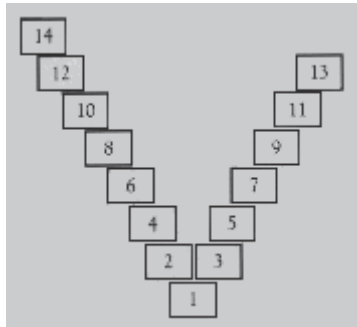
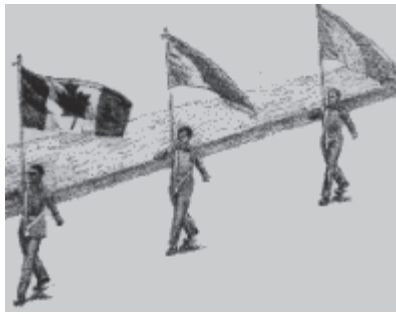


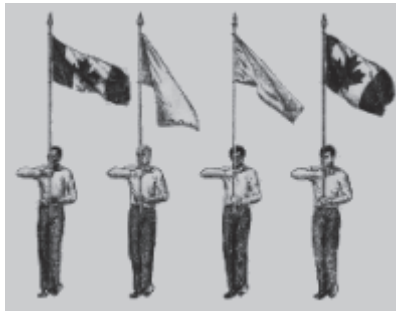
Diagram showing the order of precedence when displaying in a V the Canadian flag with those of the provinces and territories. From left side to right side, following the shape of the letter V: Nunavut, Northwest Territories, Alberta, Prince Edward Island, Manitoba, Nova Scotia, Ontario, National Flag of Canada, Quebec, New Brunswick, British Columbia, Saskatchewan, Newfoundland, Yukon.

Carried in a procession

If carried with other flags, in a single file, the National Flag of Canada should always lead.



If carried side by side in a line, it is preferable to have the National Flag of Canada at each end of the line.



If only one National Flag of Canada is available, it should be placed in the centre of the line of flags carried side by side.



When the number of flags is even and the National Flag of Canada cannot be carried in the centre (side by side in a line), it should be carried on the right-hand end of the line facing the direction of movement.



Note: It is suggested that the pole or pike used to carry flags be 7 or 8 feet / 2.10 to 2.40 metres in length.

Flown on ships and boats

The National Flag of Canada is the proper national colours (flag of a military unit) for all Canadian ships and boats, including pleasure craft. The Canada Shipping Act states that a Canadian ship shall hoist the flag:

- on a signal being made to her by one of Her Majesty's Canadian ships, or any ship in the service of and belonging to the Government of Canada;
- on entering or leaving any foreign port; and
- on entering or leaving any Commonwealth port if carrying 50 tonnes gross tonnage or upwards.

Foreign vessels may fly the Canadian flag as a "courtesy flag" when they are docked in a Canadian port; it is then customarily flown from the foremast.

General rules governing merchant vessels and pleasure craft are as follows:

- The flag should be worn in harbour and in territorial waters. It does not need to be worn while under way on the high seas unless the vessel wishes to identify her nationality to another ship.
- Whenever possible, the proper place for a vessel to display the national colours is at the stern; however, the flag may be flown from a gaff when at sea.
- When in harbour, the flag should be hoisted at 0800 hours (8 a.m.) and lowered at sunset.
- When a merchant ship and a warship of any nationality pass or overtake one another, the merchant ship should dip the flag as a gesture of courtesy. If on a staff, the lowest corner of the flag should be brought to the level of the rail and kept there until the salutation is acknowledged by the naval vessel. If flown from a gaff, the flag should be lowered to six feet (1.80 m) above the level of the deck, until the salute is acknowledged.
- In times of mourning, the flag may be flown at half-mast, which places the upper corner of the flag next to the staff at approximately three-quarters of full-hoist. As on land, a flag hoisted to or lowered from half-mast position must first be pulled close-up.

Date modified:

2015-12-08

