

Town of Greater Napanee Flag Protocol Policy



Approval Date:	February 27, 2024	Resolution #	71/24
Revised Date:		Resolution #	
Review Scheduled:	January 2028		
Department:	Corporate Services	Contact:	GM of Community & Corporate Services
Approval Authority:	Council	Policy No:	CS-2024-01

1. Introduction

The Town of Greater Napanee recognizes that flags are important symbols that increase public awareness of special events, activities and commemorations, and is committed to displaying flags on Town properties in a consistent and appropriate manner.

2. Purpose

This policy establishes guidelines for lowering of flags to half-mast and raising special guest flags at Town facilities.

3. Scope

This policy applies to all buildings and facilities owned by the Town of Greater Napanee. In cases of conflict or confusion, the Chief Administrative Officer (CAO) shall be empowered to make any clarifications necessary to ensure the equitable and effective application of this policy.

4. Responsibilities

4.1. Council has the authority and responsibility to:

- a) Adopt and maintain the Flag Protocol Policy;
- b) Approve public awareness campaigns that involve the raising of a community flag; and
- c) Approve the addition of other annually recognized days of mourning when flags would be flown at half-mast.

4.2. The CAO, or designate, has the authority and responsibility to:

- a) In consultation with the Mayor, approve the half-masting of flags for events of local significance, in accordance with this policy.

4.3. The General Manager of Community & Corporate Services has the authority and responsibility to:

- a) Direct compliance with this policy; and
- b) Approve operating procedures to support the implementation of this policy.

- 4.4.** The **Clerk** has the authority and responsibility to:
- a) Advise the Manager of Facilities of any community flag raisings approved by Council; and
 - b) Assess the eligibility of requests for community flag raisings under the Town's policies.

- 4.5.** The **Manager of Facilities** has the authority and responsibility to:
- a) Ensure that this policy is communicated to staff and implemented consistently; and
 - b) Facilitate the raising and lowering of flags at municipal properties.

5. Policy

5.1. Governing Principles

- a) The Town Flag will be flown at all buildings or facilities owned or operated by the Town of Greater Napanee where there are two or more flagpoles. Where only one flagpole exists at the building or property, the National Flag of Canada shall be displayed.
- b) When displayed together, the order of precedence for flags shall be:
 - i. The National Flag of Canada;
 - ii. The Flag of the Province of Ontario; and
 - iii. The Flag of the Town of Greater Napanee.
- c) The Town Flag may be displayed indoors within the Council Chambers, the Municipal Administration Office, and at functions where such flag is appropriate and required.
- d)
- e) The National, Provincial, and Municipal Flag shall be treated with dignity and respect at all times.
- f) The Town Flag shall not be used for commercial purposes by any organization unless specifically authorized by Town Council. The Town reserves the right to refuse, deny or restrict the use of the Town Flag.

5.2. Protocol

- a) All flags will be flown and displayed in accordance with the rules for flying and displaying the National Flag of Canada, as published by Heritage Canada.
- b) Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be replaced immediately. The Facilities Manager shall ensure flags are inspected on a regular basis and that retired flags are destroyed in a dignified manner.
- c) Where multiple flags are displayed together, the flags should be identical in size and flown from separate flagpoles of the same height.

5.3. Half-Masting of Flags

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

commemoration. Flag poles that are not equipped with the hardware required for half-masting are excluded from the half-masting provisions of this policy.

- b) Flags flown at municipally owned and operated buildings shall be lowered to a half-mast position, where it is appropriate and feasible to do so, as a sign of mourning upon the death of the following persons:
 - i. The Sovereign, or a member of the Royal Family in the first degree;
 - ii. The Governor General of Canada or Lieutenant Governor of Ontario;
 - iii. A past or present Canadian Prime Minister;
 - iv. As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
 - v. The current member of parliament or member of provincial parliament for the riding;
 - vi. A past or present Mayor (including pre-amalgamation mayors and reeves), a current Greater Napanee municipal Councillor, or current Warden of Lennox and Addington County;
 - vii. Present day employees of the Town of Greater Napanee, including the Greater Napanee Fire Department full time and paid-on-call firefighters;
 - viii. A resident of Greater Napanee who is a member of the Canadian Armed Forces, killed while deployed on operations; or
 - ix. In instances of local significance as directed by the Mayor and CAO.
- c) The following flagpoles are designated for the purposes of clauses 5.3(b)(v)-(ix):
 - i. Town Hall (124 John Street)
 - ii. Municipal Administration Building (99 Advance Avenue)
 - iii. Fire Station 1 (66 Advance Ave)
- d) At the discretion of the Fire Chief, the flags at the fire stations may also be flown at half-mast to recognize:
 - i. the death of retired Town firefighters;
 - ii. in recognition of line-of-duty deaths of firefighters in other municipalities; and
 - iii. in other special circumstances affecting the Fire Department.

The fire station staff shall perform the half-masting of such flags.
- e) Unless circumstances dictate otherwise, flags will be flown at half mast from the time the municipality is notified of the death until the end of the day of the memorial service. Where the memorial service falls on a weekend or statutory holiday, flags will be raised at the beginning of the business day afterward.
- f) To be placed at half-mast, flags shall be raised fully to the top of the flagpole, then slowly lowered until the flag's center is at the midpoint of the flagpole.

- g) Where multiple flags are flown at the site, all flags will be flown at half-mast.
- h) Flags at municipal properties will be half-masted in honor of Remembrance Day. Flags will be lowered at the end of the last business day before Remembrance Day, and raised again at the beginning of the first business day afterward.
- i) In accordance with federal protocol, if the flag is half-masted, it must nevertheless be flown at full-mast on Victoria Day and Canada Day.
- j) When flags are lowered, notice will be provided of the reason to staff and Council, and posted on the Town's website and social media channels if time permits.

5.4. Community Flags

- a) The Town of Greater Napanee may, from time to time, permit the flying of community flags to observe special occasions. A guest flag is defined as a flag other than the National, Provincial, or Town Flag.
- b) The designated location for community flags is the Municipal Administration Building at 99 Advance Avenue. When a community flag has been approved, it will be flown in place of the Town Flag.
- c) Flags shall only be raised and lowered on those business days and hours that the Town office is open.
- d) Requests for a flag raising must be in connection with a particular event by a local organization, such as:
 - i. Support of a particular event by a non-profit or charitable organization;
 - ii. Celebration of achievements;
 - iii. Celebration of multi-cultural and civic events; or
 - iv. Public awareness campaigns.
- e) All requests to fly a community flag must be made in conjunction with a proclamation, and must meet the same evaluation criteria as a proclamation request. For clarity, flag raisings will not be approved for the purposes of supporting or promoting:
 - i. Political parties or political organizations;
 - ii. Religious organizations or religious events or celebrations;
 - iii. Celebrations, campaigns or events intended for profit-making purposes; or
 - iv. Discrimination, hatred, violence or other messaging contrary to the laws of Canada.
- f) The number of days that a community flag will be flown is based on the request, but in no case shall be longer than four weeks. If multiple requests are received for the same time period, the General Manager of Community & Corporate Services shall determine the appropriate scheduling, giving consideration to:
 - i. The order in which requests were received;
 - ii. The specific timing of any events associated with the celebration;

- iii. The availability of department staff; and
 - iv. Any Town events happening during the same time period which take precedence.
 - v. To the extent possible, an equal length of time will be given to each applicant.
- g) Applicants are responsible for:
- i. Submitting a request for flag raising on an annual basis, understanding that approvals are based on a first come first served basis and are not guaranteed;
 - ii. Providing the flag to be raised and taking the flag back from the Town at the end of the event. Flags are to be no larger than 1.83 m (6 ft) wide and 0.91m (3 ft) tall. The Town will not store community flags year to year, and is not responsible for damaged or lost flags.
 - iii. Notification to the media and any advertising and promotion costs related to the flag flying.
 - iv. Notifying Town staff at least 30 days in advance of any specially requested time, date, or municipal attendees for a flag raising ceremony. Lack of communication from the applicant will result in scheduling at the discretion of the Facilities Manager based on availability of Town staff.

6. Related Documents

- Rules for half-masting the National Flag of Canada (Heritage Canada)
- National Flag Etiquette (Heritage Canada)
- Greater Napanee Community Celebrations, Proclamations, and Art Installations Policy

Revision History

Date	Number	Description
February 8, 2022	Resolution #54/22	Half Masting of Flags Policy
June 9, 2020	Resolution #285/20	Displaying Flags and Flag Protocol, and Public Proclamations Policy