

City of Mississauga

# Corporate Policy & Procedure

**Policy Title: Flag Protocol at City Facilities****Policy Number: 06-04-03****Draft Only – Clean Copy - November 5, 2020**

Section:	<b>Public Relations</b>	Subsection:	<b>Recognition</b>
Effective Date:	<b>May 25, 2016</b>	Last Review Date:	<b>May, 2016</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Strategic Communications Division, Corporate Services Department</b>		

## Policy Statement

The City of Mississauga recognizes that flags are meaningful symbols that embody the honour and pride of the people they represent and must therefore be treated with respect and consistency at all times across the Corporation.

## Purpose

This policy will provide direction to staff with respect to Canadian Flag etiquette, the half-masting of flags and the management and maintenance of all flags flown both internally and externally on City property and at City facilities.

## Scope

Mississauga Civic Centre Council Chamber and all City of Mississauga facilities that are equipped with an outdoor flag pole(s) are covered by this policy.

## Exclusions

This policy does not apply to

- Flags representing community/non-profit groups or organizations flown on the City's designated flag pole – for more information refer to Corporate Policy and Procedure – Public Relations – Recognition – Community Recognition Program
- Banners - for more information refer to Corporate Policy and Procedure – Public Relations – Events – Banners

## Administration

The Strategic Communications Division, Corporate Services Department, will administer the policy.

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Facility and Property Management (FPM) Corporate Services Department are responsible for the maintenance of City flag poles.

Revenue and Materiel Management Division, Corporate Services Department, will recommend a preferred vendor for flags. Staff at each facility, designated by the Facility Manager, are responsible for the purchase, replacement and proper destruction of flags that have fallen into disrepair.

## Flag Etiquette

The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice. The rules applied by the Government of Canada will serve as guidelines for the City of Mississauga. For additional information regarding flag etiquette in Canada, refer to the Canadian Heritage Department of the Government of Canada.

## Flags Flown at the City

The City of Mississauga will fly the flags of:

- Canada (the National flag)
- The Province of Ontario
- The City of Mississauga
- The Regional Municipality of Peel

These flags will occupy the four outdoor flag poles located at the Civic Centre. The four flag poles are situated on the northeast section of Mississauga Celebration Square, on the north side of City Centre Drive.

The flags of Canada, Ontario and Mississauga are flown at all official functions.

Within Council Chamber, the following ceremonial flags are flown:

- Canada (the National flag)
- The Province of Ontario
- The Regional Municipality of Peel
- The City of Mississauga

## Positioning of Flags

When two or more flags are flown together, the Canadian flag is on the left, as seen by spectators facing the flags (Figure 1). The remaining flags are flown using the following protocol:

- The Province of Ontario
- The City of Mississauga
- The Regional Municipality of Peel

Where only one flag pole exists, the National flag will always be flown at all City facilities, including Fire Stations.

Where two flag poles are available, the National flag and City of Mississauga flags are flown. [Note: When the National flag is flown alone on top of or in front of a building with two flag poles, it is flown on the left flag pole when viewed by an observer facing the building. Where there are more than two flag poles, it is flown on the pole nearest to the centre (Figure 2). ] When three flags are displayed, the National Flag is in the centre; the second-ranking flag, the Ontario Provincial flag, is placed to the left of centre; and the City of Mississauga flag is placed to the right (Figure 3).

Where there is more than one flag pole and the personal standard of a visiting member of the Royal Family, the Governor General or the Lieutenant Governor of Ontario is flown, every other flag in the hierarchy, with the exception of the Canadian flag, moves down one position. Flag poles should be of the same height where flags are flown together. No more than one flag is to be flown per pole.

The National Flag of Canada should also always be flown:

- On its own flag pole
- If hung horizontally, the upper part of the leaf should be up and the stem down, and
- If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag

When more than one flag is flown and it is not possible to hoist or lower them at the same time, the Canadian flag should be hoisted first and lowered last. Flags may be flown by night as well as by day.

## Flags at Half-Mast

A flag at half-mast is one of the most universally recognizable symbols of collective sorrow and respect. Flags at all City facilities are flown at half-mast in recognition of the death of prominent public figures. In accordance with the protocol established by the Government of Canada, flags are flown at half-mast in the event of the death of:

- The reigning Monarch
- An immediate relative of the reigning Monarch
- The Governor General of Canada
- The Prime Minister of Canada
- A Former Prime Minister of Canada
- The Lieutenant Governor of Ontario
- The Premier of Ontario
- A local MP or MPP
- The Mayor of the City of Mississauga, or

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- A member of City of Mississauga Council

Flags at all City facilities will be flown at half-mast in recognition of a fallen Canadian soldier.

Fire station flags are also flown at half-mast in recognition of the death of active or retired City of Mississauga firefighters and in recognition of line-of-duty deaths of firefighters and police officers in Mississauga and surrounding municipalities.

When recognizing the death of an individual, the flags are lowered to half-mast position on the day of the death or as soon as practical after notification. Flags are raised to full mast the day following the funeral or as soon after as practical.

Certain days also represent a mandatory half-masting of Civic Centre flags and/or flags flying at all City-owned facilities, as is done on the Peace Tower in Ottawa. On the same days, the City will also light the Civic Centre clock tower, office tower and façade in a dimmed white light at dusk on the following days in recognition of:

- April 28, National Day of Mourning, to recognize those who have been injured, killed or suffered illness in the workplace
- May 15, Police and Peace Officers' National Memorial Day, to recognize those who made the ultimate sacrifice in the performance of their duties
- June 23, National Day of Remembrance for Victims of Terrorism
- Second Sunday of September, Fallen Firefighters Memorial Day, to recognize all firefighters who died in the line of duty during the previous year
- November 11, Remembrance Day to honour the memory of all Canadians who served their country in times of war
- December 6, National Day of Remembrance and Action on Violence Against Women

Flags are lowered to half-mast position at sunrise or at the opening of the facility and raised at sunset or at the closing of the facility, depending on which is most practical for the particular facility.

If the flag is half-masted, it must be flown at full-mast on the following legal holidays created under the *Holidays Act* (R.S.C. c. H-5): Victoria Day and Canada Day, except in the event of the death of the Sovereign, current Governor General or current Prime Minister, in which case the flags remain at half-mast until the day following the funeral.

### **Procedure**

At each City facility having a flag pole, the Facility Manager will designate a staff person as being responsible to ensure that the flag is lowered and raised. The Strategic Communications Division will notify designated staff at each facility to lower and raise the flags according to the Government of Canada protocol and/or this Policy.

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With respect to fire stations, the Fire Chief or designate, is responsible for establishing appropriate procedures for flying flags at half-mast in honour of firefighters.

## Exceptions

Exceptions to this policy with respect to flags being flown at half-mast at all or select facilities to honour an individual or occurrence not specifically identified in this policy may only be made by the Mayor or Acting Mayor.

Requests for the flying of flags representing other nations or organizations may only be approved by the Commissioner of Corporate Services (or designate) after consultation with the Mayor or Acting Mayor and Members of Council. If such a request is granted, flags will be displaced in the following order:

- Where all four flags are flown, the Region of Peel flag will be displaced
- Where the Canadian, Provincial and City flags are flown, the City flag will be displaced, and
- Where the Canadian and Provincial flags are flown, the Provincial flag will be displaced

Where the Canadian flag only is flown it will not be displaced by a flag representing another nation.

The requestor will be responsible to provide the flag.

## Disposal of Flags

When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it should be disposed of privately and in a respectful manner.

## Flags at Parades

For information on flag etiquette during parades or processions, refer to the Canadian Heritage Department of the Government of Canada.

## Revision History

Reference	Description
GC-0002-2010 – 2010 01 20	
0061-2015	Resolution of Council –inclusion of fallen soldiers
May 25, 2016	Revised to add reference to and align with the Community Recognition Program policy
June 27, 2018	Admin revision to remove reference to Central Stores.

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Figure 1 - When two or more than three flags are flown together, the Canadian flag is on the left, as seen by spectators facing the flags.

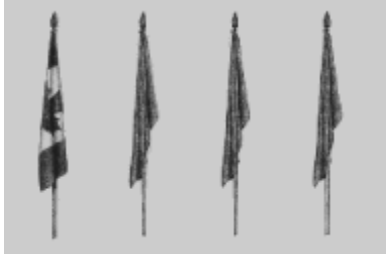


Figure 2 - When the National flag is flown alone on top of or in front of a building where there are more than two flag poles it is flown on the pole nearest to the centre.

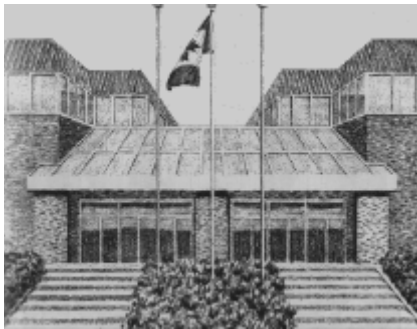


Figure 3 - When three flags are displayed the National Flag is in the centre; the second-ranking flag, the Ontario Provincial flag, is placed to the left of centre; and the City of Mississauga flag is placed to the right.

