

Policy: Flag Protocol	Policy #: AD-283
Department: Administration	Effective Date: March 31, 2009
	Revision Date:

1.0 Purpose

- 1.1** The purpose of this policy is to provide a protocol and etiquette by which flags are flown throughout the Town of Lakeshore.
- 1.2** Flags are flown at half-mast to bestow an honour and express the collective sense of sorrow.

2.0 Scope

- 2.0** This policy applies to flags flown at the Town of Lakeshore municipal building.
- 2.1** Flags flown at the Ontario Provincial Police building follow protocol established by the Ontario Provincial Police and are outside the scope of this policy.

3.0 Policy

- 3.1** The National Flag of Canada should be displayed 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.
- 3.2** It is not common practice and discouraged to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony.
- 3.3** The National Flag of Canada should always be flown on its own mast. It is improper to fly two or more flags on the same mast.
- 3.4** If the National Flag of Canada is to be 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.
- 3.5** 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 speaker.

- 3.6** When used in the body of an auditorium, the National Flag of Canada should be to the right of the audience facing the flag.
- 3.7** When three flags are displayed, 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 National Flag should be at the centre.
- 3.8** The order of precedence for flags is:
 - 3.8.1** National Flag of Canada.
 - 3.8.2** The flags of other sovereign nations in alphabetical order.
 - 3.8.3** The flags of the provinces of Canada (in the order in which they joined Confederation).
 - 3.8.4** The flags of the territories of Canada (in the order in which they joined Confederation).
 - 3.8.5** The flags of municipalities/cities.
 - 3.8.6** Banners of organizations.
 - 3.8.7** Historical Flags
- 3.9** If one simply wishes to create a decorative effect it is preferable to use pennants or coloured buntings and not flags.
- 3.10** The National Flag of Canada should always be raised first and lowered last.
- 3.11** Placing the National Flag of Canada at half-mast:
 - 3.11.1** The National Flag of Canada is to be brought to half-mast position by first raising it to the top of the mast, then immediately lowering it slowly to the half-mast position.
 - 3.11.2** The National Flag of Canada must be lowered to a position recognizably 'half-mast' to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-

masting is to place the centre of the flag exactly half-way down the staff.

3.11.3 Flags flying at municipal buildings will be lowered to half mast and remain lowered until funeral services are completed upon notice of death of any of the following:

3.11.3.1 Present local Federal Member of Parliament

3.11.3.2 Present Provincial Member of the Ontario Legislature

3.11.3.3 Present members of Town of Lakeshore Council

3.11.3.4 Present Town of Lakeshore employees

3.11.3.5 As national and provincial protocol dictates

3.11.3.6 Extraordinary circumstances as determined by the Mayor and Chief Administrative Officer.

3.12 When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately. Such practice will be done by the Community and Development Services Department.

4.0 Responsibilities

4.1 The Community and Development Services department will be responsible for the half-masting and replacement of flags.

4.2 It is the responsibility of the Chief Administrative Officer to ensure that staff are aware of and follow this process.

5.0 Consequences

5.1 Failure to follow this process may result in discipline.

6.0 References

6.1 Heritage Canada