

Flag Protocol Policy



SECTION	DATE	Approved by By-law Number:	PAGE	OF
City Council	July 16, 2024	89-2024	1	5
SUBSECTION	Supersedes By-law Number:		POLICY NO.	
	103-2016		CC 11-1	

Purpose

The purpose of this policy is to ensure that all flags at City Hall and other City operated municipal facilities are flown and displayed in a consistent manner and to provide direction to Administration on displaying flags on flag poles on City property.

This policy will further establish a framework to govern requests for flag raisings received from the community.

Policy

The City of Kenora recognizes the symbolic importance of flags to groups of people, communities and nations, in bestowing honour and respect, or expressing a collective sense of grief and respect through lowering flags to half-mast. While the Council reserves the right to determine which flags will be displayed on City property, Council will strive to accommodate and provide opportunities for community groups to display their flags.

As a matter of practice, the City of Kenora has used special flag raisings to enhance public awareness of activities such as national/independence days, multicultural events, fundraising drives, and historical commemorations important to residents. To celebrate together the strength of Kenora's diversity and inclusivity, the City offers the opportunity for communities to raise community flags on the designated Community Flag Pole located at City Hall enhancing awareness of special occasions and activities.

The City of Kenora has also flown flags at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents.

All flags at City facilities are flown, displayed and disposed of in a consistent and appropriate manner and are positioned in Order of Precedence in accordance with the [National Flag of Canada etiquette](#).

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Definitions

"Clerk" means the City Clerk appointed by Council of the City of Kenora, or in the absence of the Clerk, the Deputy Clerk appointed by Council of the City of Kenora.

"Community Group" means a not-for-profit group, body, or organization established under an Ontario or Canadian statute or enactment, and that carries on activities benefitting the residents of the City of Kenora.

"Flagpole" includes all flagpoles on City Property under the care or control of City staff.

"Flying a Flag at Half-mast" means the action of flying all flags, forming a single display of 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.

"City Flag" means the flag adopted by Council of the City of Kenora as a symbol of the municipality.

"National Flag of Canada" means the flag approved by the Parliament of Canada as a national symbol of Canada.

"Provincial Flag of Ontario" means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

Flags to be Flown

It shall be the policy of the City of Kenora that no flag, other than the National Flag of Canada, Provincial Flag of Ontario, City flag, or any other flag approved by Council will be flown from a municipal-owned flagpole. In addition to these official flags, recognition will be given to community flag raising flags so far as it meets the community flag raising criteria.

Community Flag Raising Criteria

The office of the Clerk will assess and approve community flag raising requests from charitable and non-profit organizations based on the following criteria:

The City will fly flags on the City Hall Flagpole:

- a) Of nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion;

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- b) Of organizations that have a presence in the Kenora community, except those outlined in the section below.

The criteria for approving or denying a request to have a community flag displayed will be:

- i. In honour of national or independence days important to the residents of Kenora;
- ii. In support of fund-raising drives important to the residents of Kenora;
- iii. To celebrate multi-cultural and civic events important to the residents of Kenora

The City will not approve requests for flag raisings on the City Hall Flag Pole requested by:

- a) Organizations or groups that are political or partisan in nature, including political parties or political organizations;
- b) Organizations that promote hatred, violence, racism, or discrimination of any kind;
- c) Religious organizations;
- d) Organizations that have already flown a Flag on the City Hall Flagpole within the same calendar year; or
- e) Commercial entities
- f) In support of groups, organizations, or events that promote beliefs contrary to any other City policy or pose a reputational risk to the City.

The City Clerk will be responsible for providing advice, as necessary, on the applicability of any of the above criteria to any application received for a community flag raising.

The Mayor, in consultation with the City Clerk, may use discretion to approve or deny a request for a flag raising based on reputational risk to the City.

Application for a Community Flag Raising

All requests for use of the City Hall flagpole will be made in writing to the Clerk. Applications are to be submitted at least three (3) weeks prior to the day requested for the raising of the flag. The Clerk will review all applications to determine consistency with this policy and will advise the group of the status of their request.

General Rules for the Flag Raising Ceremony

The general rules for the use of the City Hall flagpole and community flag raising ceremony are as follows:

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- i. Approvals and use of the City Hall flagpole will be granted on a first come-first served basis.
- ii. When more than one flag raising request occurs for the period, the application received first will be flown on the City Hall Flagpole.
- iii. Flags will be flown for a maximum of one (1) month.
- iv. Maximum number of community flags to be flown at any one time will be one (1).
- v. The Canadian flag and Ontario flag must be flown at all times.
- vi. When multiple flag raisings are requested by more than one community organization, the City will try to coordinate the requests and reserves the right to determine the lead organization.
- vii. Individuals, groups or associations requesting flag raisings are required to provide the flag to be raised and must pick up the flag once it is removed. The City is not responsible for storing flags for any group or responsible for safe storage of such flag.
- viii. Individuals, groups or associations requesting flag raisings must contact any media that they wish to be present.
- ix. The City will make every effort to have the Mayor (or Deputy Mayor) along with a minimum of one (1) member of Council present for the flag raising ceremony, depending on availability of Council.
- x. The City reserves the right to cancel a Flag raising in the case of an unforeseen circumstance.

The City will not fly the flag of a group or organization that are deemed inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements, violence or racism.

Flying Flags at Half-Mast

The half-masting of flags is an act of honour expressing a collective sense of sorrow shared by all citizens. It is in this context that the City of Kenora has developed the following guidelines that will determine the half-masting protocol and procedures to be adopted and implemented in a consistent and appropriate manner.

The City of Kenora will fly its flags at half-mast in the event of a death or to commemorate a solemn occasion. Flags will be flown at half-mast to mark the passing of any of the prominent public figures listed, for a period beginning when the City is notified of the individual's death and for a period of three days.

- i. The Sovereign;
- ii. A member of the Canadian Royal Family;
- iii. The Governor General of Canada, or a former Governor General;

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- iv. The Prime Minister of Canada, or a former Prime Minister;
- v. The Leader of Her Majesty's Loyal Opposition, Parliament of Canada
- vi. The Lieutenant Governor of Ontario;
- vii. The Premier of Ontario;
- viii. The Leader of Her Majesty's Loyal Opposition, Legislative Assembly of Ontario
- ix. A local Member of Parliament, or a local Member of the Legislative Assembly of Ontario;
- x. The Mayor or former Mayor;
- xi. A member of Council or a former Member of Council;
- xii. A current employee of the City of Kenora;
- xiii. A resident of the City of Kenora, who is a member of the Canadian Armed Forces, killed while deployed on operations;
- xiv. Recognition of Persons from the City of Kenora whose duties can be described as "protective services", including but not limited to police, fire, ambulance while in the line of duty;
- xv. As directed by the Mayor

The City Clerk will be responsible for coordinating the lowering of flags at City facilities. Flags are lowered/raised during regular businesses hours Monday-Friday, excluding statutory holidays.

The commemoration of other periods of official mourning and solemn occasions, in keeping with the General Principles of this Policy, may be approved by the Mayor. Council will be advised of the circumstances surrounding the other solemn occasion. In the event the Mayor is not available, the Deputy Mayor will have the delegated authority to decide on circumstances not identified within this policy.

The City of Kenora reserves the right to choose which flags may or may not be flown at City owned properties.