



POLICY No. 2004-05

Flag Protocol Policy

Originating Department PS-FF-11-2004, addendum to PS-FF-09-2004

SMT Approval: N/A

Council in Committee: 2004-11-22

Recommendation #: 19

Council Approval: 2004-11-29

Resolution #: 365-04

Revision History: [Click here for revision history](#)

1. PURPOSE

To establish a protocol for the flying and displaying of the Canadian flag and other flags on County lands and buildings.

2. POLICY

Flag Etiquette

Haldimand County will display Canadian, Provincial and Haldimand County flags in a dignified and respectful manner. When a flag becomes worn, noticeably faded or otherwise unfit for service, it will be disposed of privately by burning.

The County Flag should not be used as a table/seat cover, as a masking for boxes or as a barrier on a dais or platform.

It is not common practice to use the County Flag to cover a statue, monument or plaque for an unveiling ceremony and such use should be discouraged.

Nothing should be pinned or sewn on the County Flag.

The County Flag should not be signed or marked in any way.

Flags at Half-Mast

Haldimand County will fly flags at half-mast at the Haldimand County Administration Building (HCAB) upon the death of the following or day of significance:

1. The Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister);
2. The current or a former Governor General;
3. The current or a former Prime Minister;
4. The current member of the House of Commons for the local riding;
5. The Lieutenant-Governor of Ontario;
6. The Ontario Premier;

7. The current member of the Provincial Legislative Assembly for the local riding;
8. The current or former Mayor(s) of Haldimand County;
9. A current Haldimand County Council Member;
10. A current Haldimand County Employee;
11. A current Haldimand County Volunteer Firefighter;
12. A current Haldimand County Detachment OPP Officer;
13. April 28th, the Annual Day of Mourning for Persons Killed or Injured in the Workplace;
14. November 11th, Remembrance Day.

In cases which are not addressed by this policy, the CAO or designate may poll Council to determine whether flags will be lowered.

Flags will remain in the half-mast position for a period of three (3) business days from the day of death, unless otherwise required by the CAO in specific situations. In recognition of the death of a current employee who worked at a satellite facility, the flag at that satellite facility will also be lowered, where possible. For days of significance, flags will remain in the half-mast position from sunrise to sunset or from the closing of the last scheduled workday to the reopening of the office.

Flying of Other Flags

Flags flown at County-operated facilities will be restricted to the Canadian flag, the Provincial Flag and the Haldimand County flag, or combination thereof. The Canadian Flag will be in the centre with the provincial flag to the left and the Haldimand County flag to the right (to an observer facing the display). Flags from other organizations will not be displayed at County facilities, with the exception of a separate community flagpole at HCAB, as outlined below.

Community Flagpole

A Community Flagpole is located at HCAB, adjacent to the three flagpoles flying the federal, provincial and municipal flags, for the purpose of recognizing local community groups and initiatives. Community flag-raising requests from charitable and non-profit organizations that have a presence in Haldimand County will be assessed with the exceptions as outlined below:

- Organizations or groups that are political or partisan in nature, including political parties or political organizations;
- Organizations that promote hatred, violence, racism or discrimination of any kind;
- Religious organizations or religious events/celebrations;
- Organizations whose core values conflict with Haldimand County's core values, vision or strategic goals, or adversely impact the County's identity;
- Organizations or causes that have already flown a flag on the Community Flagpole within the same calendar year;
- Commercial entities, campaigns or events intended for profit-making purposes; and
- Events or organizations that have no direct connection with Haldimand County.

Community groups must submit a request in writing to the Clerk at least four weeks prior to the requested date (but not more than one year in advance), providing a brief description of

the nature of the flag raising. Requests will be confirmed on a first come, first served basis. The CAO may apply discretion to approve or deny a request for a flag raising based on reputational risk to the municipality. Flags will be flown for one week. If the request is for a period longer than one week and no other requests have been submitted, the flag may be flown for the additional time period, but no longer than four consecutive weeks.

Community groups must supply the flag and the flag should measure 3' x 5' or 3' x 6'. Flags will need to be picked up from HCAB by the community group within two weeks after being flown.

Supply of Flags

Neither Federal nor Provincial flags will be supplied free of charge to employees, organizations or the public. As supply allows, Haldimand County flags will be available for the public, employees and organizations to purchase. For non-profit community organizations, flags may be made available free of charge upon receipt of a written request which indicates how/where the flag will be used/displayed.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
PS-GM-04-2008	Date	Rec#	1-Dec-08	188/05	References to Physical Services Department renamed to Public Works Department
SMT Approval: 18-May-17	Date	Rec#	Date	Res#	Minor amendments to reflect application of policy to all County facilities flying flags; refine definitions of situations when flags are lowered, and provide latitude for CAO to address situations not addressed in policy
SMT Approval: 19-Nov-20	Date	Rec#	Date	Res#	Amendment to change order of flags to align with Government of Canada standard.
CLE-02-2021	5-Oct-21	10	12-Oct-21	123-21	Addition of Community Flagpole; adjustments to half-masting, and other housekeeping amendments.
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	