

# CORPORATE POLICY



Policy Title: **Flags and Proclamations**  
Policy Category: **Administration Policy**  
Policy No.: A-004  
Department: Corporate Services  
Approval Date: March 4, 2013  
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Author: Julie Scott, Project Manager, Electronic Records and Document Management  
Attachments: None  
Related Documents/Legislation: Rules for Flying the Flag, Canadian Heritage Department  
Key Word(s): Flag, Proclamations

## **POLICY STATEMENT:**

The City of Waterloo acknowledges that flags are a symbol of honour and pride and wishes to institute a policy which will show respect and dignity for the flags while providing opportunities to bestow an honour or express a collective sense of sorrow through the action of lowering flags to half-mast.

## **PURPOSE:**

The intent of the policy is to provide clear guidance and direction to city staff as to the appropriate times and process for lowering flags to half-mast on municipal flagpoles.

## **DEFINITIONS:**

**Flag(s):** *Includes the National Flag of Canada, Flag of the Province of Ontario and the City of Waterloo Municipal flag or any other flag permitted to be flown on a City of Waterloo municipal flagpole.*

**Half-mast:** *The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but generally, the centre of the Flag should be half-way down the mast.*

**Municipal Flagpole:** *Includes all flagpoles on Municipal Property under the care or control of Municipal staff.*

**Mandatory Policy, *Municipal Act*: No**

**Policy Administration Team, Review Date: January 29, 2013**

**Corporate Management Team, Review Date: February 13, 2012**

**SCOPE:**

This Policy applies to all flags flown on Municipal Flagpoles.

**POLICY COMMUNICATION:**

This Policy will be communicated to staff via internal communications per the Policy Governing the Administration of Corporate Policies and will be provided to the Royal Canadian Legion Branch 530.

**POLICY:****1) FLYING OF FLAGS ON MUNICIPAL FLAGPOLES**

- (a) The only flags flown on municipal flagpoles will be the National Flag of Canada, the flag of the Province of Ontario and the City of Waterloo Municipal Flag.
- (b) The City of Waterloo will adhere wherever possible to the Flag Etiquette guideline provided by the Government of Canada.
- (c) Only one flag shall be flown per pole.
- (d) Where there are only two flag poles the National Flag of Canada and the City of Waterloo Municipal Flag shall be flown.
- (e) Where there is only one flag pole, the National Flag of Canada shall be flown.
- (f) Notwithstanding 2(a-e), the Mayor, Acting Mayor or the Chief Administrative Officer may approve the raising of any of the following flags on municipal flagpoles regularly occupied by the flag of the City of Waterloo:
  - i. the United Nations
  - ii. the flag of a State recognized by Canada when an official representative is visiting the City or an official representing a Municipality officially linked to the City of Waterloo through a Sister City, Twin City or similar arrangement.
  - iii. Canadian Armed Forces flag (on Canadian Armed Forces Day)
  - iv. a flag intended to recognize a significant event or activity sponsored or supported by the City including special commemorations. (i.e. Year of the Volunteer, Summer Games, Major Sporting Tournament)
- (g) Notwithstanding 2(a-f) the flags flown on the cenotaph shall be chosen and provided by the Royal Canadian Legion; however the City shall raise or lower flags as requested by the Legion.

**2) RULES FOR HALF-MASTING OF FLAGS**

- (a) When a flag is lowered to half-mast if already lowered, it should be first raised to masthead.

- (b) Flags on municipal flagpoles shall be lowered to half-mast as a symbol of mourning. When half-mast, all flags on municipal flagpoles fitted with halyards and pulleys will be lowered to half-mast. At no time will only one flag on a series of flag poles be lowered to half-mast.
- (c) Flags shall be lowered to half-mast as soon as possible after the time of notification until sunset of the day of the funeral or memorial. When a funeral or memorial service will not be scheduled within two weeks of the notification, the flags will be lowered to half-mast for a period of at least 72 hours and then again on the date of the funeral or memorial service, or for a different duration as advised by the Government of Canada or decided upon by the Mayor, Acting Mayor or Chief Administrative Officer.
- (d) Flags shall be lowered to half-mast upon notification of the death of the following:
  - i. the Sovereign or a member of the Sovereign's immediate family
  - ii. the Governor General or a former Governor General
  - iii. the Prime Minister or a former Prime Minister
  - iv. the Lieutenant Governor or a former Lieutenant Governor
  - v. the Provincial Premier or a former Provincial Premier
  - vi. the current local Members of the Federal or Provincial Parliaments
  - vii. a current or past Member of Council
  - viii. a current or past member of Regional Council representing Waterloo
  - ix. a current or past Chair of the Region of Waterloo
  - x. a current member of Staff
  - xi. a current member of the Waterloo Regional Police Service killed in the line of duty
  - xii. a current or former resident of the Region of Waterloo or member of a local Regiment who is a member of the Armed Forces of Canada and is killed in the line of duty.
- (e) The Mayor, Acting Mayor or Chief Administrative Officer may approve the lowering of flags to half-mast:
  - i. to recognize the passing of a citizen of the City of Waterloo or Region of Waterloo or a person of national or international stature who has had a significant impact on the community.
  - ii. in response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.
- (f) Flags will be lowered on municipal flagpoles as a symbol of mourning for the following events:
  - i. April 28, Day of Mourning for Persons Killed or Injured in the Workplace
  - ii. November 11, Remembrance Day
  - iii. December 6, National Day of Remembrance and Action on Violence Against Women

- (g) Notwithstanding clause 2(d-f), the Fire Chief/General Manager of Protective Services or designate may approve the lowering of flags to half-mast at City Fire Halls as a symbol of mourning for the passing of a retired fire fighter, the death of an active Waterloo fire fighter in the line of duty or a fire fighter from another municipal jurisdiction in the line of duty.
- (h) Notwithstanding clause 2(d-f), the flags located at the cenotaph will be lowered to half-mast upon the direction of the local Royal Canadian Legion Branch 530, and will follow the guidelines and protocol of the Branch.
- (i) Notwithstanding clause 2(c), during periods of half-mast, the flags on all municipal flagpoles must be flown at full-mast on the following legal holidays created under the *Holiday Act*: Victoria Day and Canada Day.
- (j) The Chief Administrative Officer when advised of the death or significant mourning event shall direct flags to be half-masted. The Communications Division shall prepare and distribute a notice to the public and staff of the reason and duration of the half-mast.

### **3) PROCLAMATIONS AND REQUESTS TO FLY OTHER FLAGS**

- (a) The City of Waterloo shall not issue proclamations.
- (b) The flags of service clubs or other special interest groups shall not be flown on any City of Waterloo municipal flagpole.

#### **COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.