

TOPIC:	CORPORATE FLAG PROTOCOL
POLICY No:	01-0340-A
APPROVED BY:	COUNCIL RESOLUTION No: CS 2021-021
ORIGINAL DATE:	AUGUST 18, 2014
AMENDED DATE:	JANUARY 19, 2021

PURPOSE

This policy sets out the Town of Ladysmith's policies and procedures for flying flags on all Town-owned buildings and structures.

POLICY

1. General Flag Etiquette

1.1. The Canadian Flag shall always be displayed in the position of priority.

- When flags are displayed at the same height, the Canadian flag is flown on the left as seen by the observer of the flags.
- In a line of three flags, the Canadian flag should be in the centre.
- When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag is flown in the centre.

1.2. It is acceptable to fly the Canadian flag at night.

2. Half-masting

2.1. Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.

2.2. All Canadian flags that are displayed on flagpoles with halyards will be flown at half-mast on the following occasions:

- On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;
- On the death of the Lieutenant Governor or the Premier;
- On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Town of Ladysmith;
- On the death of the Mayor, former Mayor, a current Town of Ladysmith Councillor or a former Town Councillor;
- On the death of a Town of Ladysmith employee when their death has occurred as a direct result of performing their duties;

- On Remembrance Day (November 11) from 11 a.m. until sunset;
- On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset;
- On the National Day of Remembrance and Action on Violence Against Women (December 6) from sunrise to sunset; and,
- On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.

2.3. In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral or the seventh day following the death, whichever occurs first.

2.4. The flags to be flown at half-mast will include all flags flown on Town-owned properties and all of the flags flown on the Town's flag islands.

2.5. In the event of a death not specified in this policy, the Town of Ladysmith will follow the direction of the Federal Department of Canadian Heritage.

2.6. When half-masting has been deemed appropriate based on 2.2 or 2.5 above, the Corporate Officer or designate will notify the following by e-mail:

- Town Council
- Senior Management Team
- Manager of Facilities (to arrange for lowering the flags)
- Ladysmith Fire/Rescue Department
- Ladysmith Detachment of the RCMP

2.7. Ladysmith Fire/Rescue may lower their flag to half-mast for any "Line of Duty Death" of an emergency responder (Fire, Police or Ambulance) or a longstanding member.

3. Guest Flags

3.1. At the direction of the Council, the Town will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request.

3.2. Flags of other sovereign nations will be displayed at City Hall. In these cases, the flags normally flown will be removed so that only the guest flag will be flown in that location.

3.3. In the event of an overlap, more than one guest flag may be flown. All guest flags will be displayed at City Hall.

- 3.4. The Town reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.
- 3.5. Flags or banners of non-profit organizations may be displayed at City Hall or on other flag stations throughout the Town.
- 3.6. Parties wishing to have their flags displayed by the Town are required to supply the flag(s). These flags must be in good condition.
- 3.7. Events involving flag raising ceremonies may be held at City Hall upon request and at the Town's discretion. Corporate Services should be contacted to make arrangements for such events.
- 3.8. The Corporate Officer or designate shall notify the Manager of Facilities of all flag raising ceremonies pertaining to City Hall.
- 3.9. The following guest flags shall be flown annually at City Hall:
 - Pride Flag – June 1-30
 - Metis Flag (Louis Riel Day) – November 16

4. Responsibility and Maintenance of Flags

- 4.1. The Corporate Officer has the responsibility and authority to manage the flying of guest flags, half-masting and any other discretionary matters.
- 4.2. Maintenance of the flags flown at all Town-owned sites is the responsibility of the Parks, Recreation & Culture (Facilities) Department.
- 4.3. For operational reasons, the raising and lowering of flags will occur during the regular work hours of the Parks, Recreation & Culture (Facilities) Department.