

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

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| Service Area: | Office of the City Clerk | Policy No: | - |
| Department: | Council Services | Approval Date: | July 28, 2025 |
| Division: | - | Approved By: | CR 329/2025 |
| | | Effective Date: | July 28, 2025 |
| Subject: | Flag Policy | Procedure Ref.: | - |
| Review Date: | July 2028 | Pages: | |
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1. POLICY

1.1 To establish guidelines for the display of flags at municipal facilities and events, for the illumination of the City Hall Building at 350 City Hall Square West and guidelines related to Corporate Proclamation requests.

2. PURPOSE

2.1 To provide a uniform and harmonized protocol for the raising, displaying and half-staffing of flags at all properties and facilities owned and operated by the City of Windsor and at events conducted by the City at other locations

2.2 To provide a uniform and harmonized protocol for the illumination of the City Hall Building at 350 City Hall Square West.

2.3 To provide a uniform and harmonized protocol for the Corporate Proclamations.

3. SCOPE

3.1 This policy applies to all flag raisings at properties and facilities owned and operated by the City of Windsor, as well as the locations of all city-run events, except those that take place where the policies of another government body would take precedence.

3.2 This policy applies to illuminations at the City Hall Building at 350 City Hall Square West as well as official Corporate Proclamations.

4. RESPONSIBILITY

4.1 **The Chief Administrative Officer** or their designate will be authorized to order the lowering of flags at properties and facilities owned and operated by the City of Windsor.

4.2 **The Chief Administrative Officer** or their designate will provide notification to the Senior Manager of Communications & Customer Service and the 311 Call Centre accordingly when flags are ordered to a half-staff position.

4.3 **The City Clerk** or their designate will be responsible for reviewing and approving requests subject to the conditions outlined in Section 5 of this policy.

4.4 The City Clerk or their designate will be responsible to review this policy every 3 years.

5. GOVERNING RULES AND REGULATIONS

5.1 CITY OF WINDSOR FLAG

- (a) The City of Windsor Flag will be flown at all city buildings or facilities where there are sufficient flagpoles to do so. Either in the event, that only one flagpole exists on the property, the Canadian Flag or City of Windsor Flag may be displayed.
- (b) The City of Windsor Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and functions where such flags are required.
- (c) The City of Windsor Flag should be flown or displayed properly and treated with dignity and respect.
- (d) The City of Windsor Flag shall not be used for commercial purposes by any organization.
- (e) The City of Windsor reserves the right to refuse, deny or restrict the use of the City Flag with respect to where or how it will be flown or displayed.

5.1.1 PROCLAMATIONS, ILLUMINATIONS AND REQUESTS TO FLY

OTHER FLAGS

The Municipality shall continuously fly the following flags:

- (a) National Flag of Canada;
- (b) Ontario Flag;
- (c) City of Windsor Flag;
- (d) Franco-Ontarian Flag; and

Special Requests for flag raisings, proclamations and the illumination of 350 City Hall Square may be submitted for groups and organizations whose mandates, programs or activities:

- are directly related to the City of Windsor by way of a relevant funding or partnership agreement; or
- correspond with relevant days of awareness, celebration, importance, commemoration or promotion, as recognized by the Ontario Provincial Government and/or the Canadian Federal Government, or a Ministry or Department thereof, as amended on their webpages at

the following addresses:

<https://www.canada.ca/en/canadian-heritage/services/important-commemorative-days.html>

<https://www.ontario.ca/page/ontarios-celebrations-and-commemorations>

- Upon visits from official delegations, as described in section 5.1.3 (i-m)

Any requests that do not meet these qualifications will be denied.

5.1.2 SPECIAL REQUESTS – PROCEDURE

Special requests from agencies or organizations located in the City of Windsor for flag raisings, proclamations, or building illuminations at 350 City Hall Square West—or any City-owned property—will be reviewed and processed by the Office of the City Clerk and forwarded to the Mayor for approval.

- (a) All requests must be submitted in writing using the designated forms at least four weeks prior to the requested date and must include all required information.
- (b) There will be no presentations or delegations at City Council in relation to these requests.
- (c) Flags flown by special request will temporarily replace the City of Windsor flag for the approved duration or for a period determined appropriate by the City Clerk.
- (d) The City of Windsor will not approve or display any flag, proclamation, or illumination that is inappropriate, offensive, or that promotes discrimination, prejudice, or political or religious movements. Only requests that correspond with officially recognized days of awareness, celebration, importance, commemoration or promotion by the provincial or federal governments—or their respective ministries or departments—will be considered. All other requests will be declined.

5.1.3 PROTOCOL

- (a) Flags will be flown and displayed in accordance to the manner outlined by the Federal Government which can be found at the following website: <https://www.canada.ca/en/services/culture/canadian-identity-society/anthems-symbols/national-flag.html>
- (b) Where the City of Windsor Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flags and the City of Windsor Flag on the right.
- (c) Where the City of Windsor Flag is flown or displayed with the Canadian

Flag and Province of Ontario Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of Ontario Flag to the left and the City of Windsor Flag to the right.

- (d) When using flags with a speaker's podium, the flags may be positioned either directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance to the manner outlined by the Federal Government as outlined in sections 5.1.2(b) and 5.1.2(c) of this policy.
- (e) When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- (f) Under the discretionary authority of the Prime Minister, exceptional circumstances may be declared to approve the half-staffing of the Canadian Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad. The half-staffing of The City of Windsor Flag will follow the same guidelines and will adhere to the half-staffing timeframe outlined by the Federal Government.
- (g) In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles, which must also be the same height and shall follow the same half-staffing protocol.
- (h) When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of Ontario Flag, followed by the City of Windsor Flag.
- (i) Where an official representative of a Canadian province is visiting the City of Windsor on an official visit, that particular provincial flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- (j) Where an official representative of a country recognized by Canada, is visiting the City of Windsor on an official visit, that country's flag may be flown at all municipal buildings and facilities where it is feasible to do so.
- (k) Where an official delegation is visiting Windsor from a recognized twin city, that country's flag may be flown at the City Hall Building at 350 City Hall Square West.
- (l) A flag intended to recognize a significant event or activity sponsored or supported by the City including special commemorations, coupled with other available methods of recognition including building illumination. (i.e. Summer Games, Major Sporting Tournament)

- (m) The City of Windsor reserves the right to fly flags to commemorate an event it deems appropriate at various properties such as, but not limited to, the Raid on Dieppe Memorial or Vietnam Memorial.
- (n) Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

5.1.4 HALF-STAFFING FOR MOURNING

- (a) The flying of flags at half-staff represents a period of official mourning or commemoration.
- (b) To honour the deceased, flags will be flown at half-staff from the time of death notification until sunset on the day of the memorial service.
- (c) Flags flown at municipally owned and operated buildings and facilities shall be lowered to a half-staff position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:
 - i) Her Majesty the Queen and members of the Royal Family;
 - ii) A past or present Canadian Prime Minister;
 - iii) A past or present day elected area representative of the Federal, Provincial and Municipal governments;
 - iv) Past or present Mayor and Members of Council;
 - v) Present day employees of the Corporation of the City of Windsor
 - vi) As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Ontario;
 - vii) As directed by the Mayor and City Council or Chief Administrative Officer.
- (d) Flags flown at municipal buildings and facilities shall be lowered to a half-staff position from sunrise to sunset to observe the following days:
 - i) Workers' Day of Mourning (April 28);
 - ii) National Day of Remembrance for Victims of Terrorism (June 23);
 - iii) Second Sunday in September, Firefighters' National Memorial Day, unless half-staffing occurs near the place where a memorial is being observed, then half-staffing can occur according to the prescribed order of service, until sunset;
 - iv) Last Sunday in September, Police and Peace Officers' National Memorial Day, unless half-staffing occurs near the place where a memorial is being observed, then half-staffing can occur according to the prescribed order of service until sunset;
 - v) National Day of Truth and Reconciliation (September 30);
 - vi) Remembrance Day (November 11) unless half-staffing occurs at a place where remembrance is being observed, then half-staffing can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;

- vii) National Day of Remembrance and Action on Violence Against Women (December 6)
- viii) Any other national day of remembrance as recognized by federal or provincial governments.

- (e) In the event of the death of a current municipal employee including those employed by Windsor Police and Windsor Fire Services, flags will be lowered to half-staff at that person's immediate workplace in accordance of Section 6.1.2(b) of this policy. Should that workplace not fly flags, the flags flown at 350 City Hall Square West will be lowered to half-staff to honour the deceased employee.
- (f) 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 Windsor 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 anywhere in the world.
- (h) When lowering to half-staff, the flag should be raised fully to the top of the flagpole and then lowered immediately to the half-staff position.
- (i) In the event of multiple flags being flown together, all will be flown at half-staff.
- (j) The half-staff position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximated centre position of the flagstaff not to be confused as a flag that has accidentally fallen.

5.1.5 CITY OF WINDSOR CENOTAPH

- (a) All flags to be flown at the City of Windsor Cenotaph will have a direct association to the Allied War efforts during World War I, World War II and the Korean War.

6. RECORDS, FORMS AND ATTACHMENTS

- 6.1.** Records for this policy shall be prepared and retained in accordance with Records Retention By-Law 21-2013, as amended.