



Flag Raising Guideline

Managing Department: Clerk's Office

Updated: July 2019

Guideline

To provide standards for flags flown on The Corporation of the City of North Bay's property including procedures and protocols for raising and lowering flags, as well as a list of events for which the flag should be lowered to half-mast.

To also provide public awareness opportunities for various organizations, community and citizen matters.

Part I - Definitions

1. In this guideline, the following terms shall have the following meanings:
 - 1.2 "City" shall mean The Corporation of the City of North Bay.
 - 1.3 "Council" shall mean the Council of the City.
 - 1.4 "City Property" shall mean real property owned by the City and includes any location where flag poles are present.

Part II - Purpose

2. This guideline sets out the City's approach to requests for support of public awareness campaigns and flag raisings. This guideline also includes flag protocols and etiquette for the flying of flags on City Property set out in Part IV – Flag Raising Request Procedures.

Part III – Scope

3. This guideline applies to requests which meet at least one of the following criteria:

- 3.1. The requesting body is another sovereign nation, registered charity or not-for-profit organization/societies, including arts, athletic and cultural celebrations to help increase public awareness of their programs and activities.
- 3.2. The request can demonstrate that the cause is of benefit to and/or supports the residents of the City and/or relates to an important event taking place in the City.
- 3.3. The Proclamation promotes the initiatives or interests of the City, Provincial and Federal levels of Government.
- 3.4. Proclamations/Flag raising requests will not be considered for the following requests:
 - political parties or organizations;
 - commercial entities or in celebration of corporate events;
 - intent that is contrary to City policies or by-laws; and
 - organizations requesting flag raisings that support hatred, violence or racism.
- 3.5. This guideline shall not apply to any initiative or operation of the City Council with regards to flag raisings.
- 3.6. The City will fly flags in accordance with the etiquette outlined in the guidelines established by Heritage Canada as set out in Part V – Flag Etiquette.
- 3.7. The City shall maintain all rights and authority for the purposes of flying the National, Provincial and Municipal Flag on the flag pole on significant dates/periods as deemed appropriate, such as but not limited to Canada Day, Remembrance Day, Flag Day, etc.

Part IV – Flag Raising Request Procedures

- 4.1. Requests for flag raisings shall be submitted to the Clerk's Office in the prescribed form attached hereto as Schedule "A" and available on the City's Website at least 30 days prior to the requested date. Submissions will be accepted electronically, via email to ClerksOffice@cityofnorthbay.ca, in person at City Hall – 5th Floor Clerk's Office, or via facsimile to 705-495-4353.

- 4.2. The flying of a requested organization/society's flag will be upon availability (first come first served) and will be flown for a period of one (1) business day.
 - 4.2.1. Alternative arrangements such as an extension of a flag being flown for a maximum of two (2) business days, is subject to the availability of the flagstaff and at the discretion of the Clerk's Office.
- 4.3. The Clerk's Office will respond and process all requests and shall first send notice to the Mayor's Office to receive their availability and to request for the preparation/review of the proclamation, if requested.
 - 4.3.1. The Mayor's Office shall prepare the proclamation as requested, and the Mayor (or their designate) shall attend the flag raising.
- 4.4. The Clerk's Office notifies the necessary staff in initiating a Contract with the requester and scheduling of the flag raising.
- 4.5. The requester must provide the City with their organization's flag at least ten (10) days prior to the flag raising event.
 - 4.5.1. The flag should be 36"x72" (90 cm x 180 cm) and must be in good condition.
 - 4.5.2. If no flag is provided, a City of North Bay Flag will be provided for the purposes of the flag raising.
- 4.6. It is the responsibility of the requester to pick up their flag after the Flag Raising. Flags will **not** be mailed back to the requester.

Part V – Flag Etiquette

Flag Display

5. The following protocol should be followed with respect to the displaying of flags:
 - 5.1. Flagstaffs should be of the same height when there is a grouping of flagstaffs;
 - 5.2. The Canadian Flag (National Flag) should be given the place of

honour and as such no flag should be flown or displayed above the Canadian Flag;

5.3. Flags that are flown together should be approximately the same size; and

5.4. The following precedence should be given if more than one flag is displayed in a grouping:

Number of Flagstaff	Location
One Flagstaff <ul style="list-style-type: none">National Flag of Canada	The flag should appear on the central or sole staff.
Two Flagstaff <ul style="list-style-type: none">National Flag of CanadaCity of North Bay Flag	The National Flag of Canada is positioned furthest to the left of an observer facing the building.
Three Flagstaff <ul style="list-style-type: none">National Flag of CanadaProvince of Ontario FlagCity of North Bay Flag	The National Flag of Canada is positioned in the centre with the second-ranking flag (Ontario) placed to the left of the centre flag and the third ranking flag (North Bay) to the right of the centre flag of an observer facing the building.

5.5. When raising and lowering flags, the National Flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.

5.6. When a flag becomes worn, noticeably faded or otherwise unfit for service, it will be disposed of privately by burning.

5.7. The National, Provincial and City flags should not be used as a table/seat cover, as a masking for boxes or as a barrier on a dais or platform.

5.8. Nothing should be printed or sewn on the City Flag.

5.9. The National, Provincial and City flags should not be signed or marked in any way.

Protocols for Flag(s) at Half-Mast

5.10. The following protocol should be followed with respect to the City flying flags at half-mast upon the death of the following or day of

significance:

- 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);
- The current or a former Governor General of Canada;
- The current or a former Prime Minister of Canada;
- The current member of the House of Commons for the local riding;
- The current or a former Lieutenant-Governor of Ontario;
- The current or a former Ontario Premier;
- The current member of the Provincial Legislative Assembly for the local riding;
- The current or former Mayor of the City of North Bay;
- A current or former member of the City Council;
- A current City Employee;
- A member of the North Bay City Police Force;
- A Canadian Armed Forces member killed in active duty who is the son or daughter of a North Bay resident. Notification to the City Clerk is required;
- Upon special request approved by the Mayor.

5.11. When flagstuffs are in a grouping and the flags are able to be lowered to half-mast, all flags flown together should be flown at half-mast.

5.12. Flags will only be half-mast on those flagpoles fitted with halyards and pulleys. Flags that are flown on horizontal or angled poles will remain in original position.

5.13. Flags will remain in the half-mast position from the day of death and up to and including the day of the funeral. 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.

Flag Raising Request Form

An organization has submitted a request for a flag raising. Please see the details below.

Purpose of Flag Raising:	
The Mayor is requested to attend the Flag Raising:	
Organization Name:	
Contact First Name:	
Contact Last Name:	
Street Number:	
Street Name:	
Suite/Number:	
City/Town:	
Province / Territory:	
Phone Number:	
Email Address:	
Organization Website (optional):	
Date requested:	
Time requested:	
Additional Notes:	
By checking this button I confirm that I am the Official Representative of the Organization requesting the Flag Raising.:	

For office use only

Flag received by Clerk's Office	Staff:	Date:
Flag picked up by Maintenance	Staff:	Date:
Email notice to Organization	Date Completed:	