Flags at City Hall

Policy Name: Flags at City Hall
Legislative History: Adopted September 19, 2017 (By-law No. CPOL.-114-366); Amended July 24, 2018 (By-law No. CPOL.-114(b)-417); Amended June 11, 2019 (By-law No. CPOL.-114(c)-158)
Last Review Date: April 24, 2019
Service Area Lead: City Clerk

1. Policy Statement

1.1 This policy sets out the requirements for the flying of flags at City Hall.

2. Definitions

2.1 Not applicable.

3. Applicability

3.1 This policy shall apply to any person or organization seeking to fly a flag at City Hall.

4. The Policy

4.1 Flags at Front Entrance of City Hall

   a) The following flags shall be permitted to be flown at City Hall on the flag poles over the front entrance of City Hall:

      i) flags deemed by the City Clerk to be in accordance with the flag etiquette of Canada as established by Heritage Canada (restricted to the flag of the City of London, Canadian provinces, the Canadian flag, the personal flags and standards of the Royal Family and the Governor General and the Lieutenant Governors throughout Canada, the Royal Union flag, and the flags of the United Nations, the North Atlantic Treaty Organization and the Commonwealth); and,

      ii) an appropriate flag on the occasion of a visiting dignitary, on the day of the dignitary’s visit to London City Hall, as a gesture of respect and friendship.

4.2 Flags in City Hall

   a) As an annual observance to recognize the anniversary of the London Township Treaty, the five signatory First Nations (Chippewas of the Thames First Nation, Chippewas of Kettle and Stoney Point First Nation, Walpole Island First Nation, Aamjiwnaang First Nation and Caldwell First Nation) shall be invited to have their flags displayed on September 7th of each year, in City Hall. In the event that September 7 falls on a day on which City Hall is closed, the flags shall be displayed on the first day prior to September 7 that City Hall is open for business.

4.3 Community Flag Pole

   a) The following flags shall be permitted to be flown at City Hall on the Community Flag Pole installed at the northwest corner of City Hall, facing Wellington Street:
i) the Canadian flag at such times as there is no flag of a charitable or
non-profit organization to be flown as provided for in 4.3a)ii), or at
such times as the half-masting of a flag is in order, as provided for
under 4.4c), below; and,

ii) to celebrate achievement, the flag of a charitable or non-profit
organization to help increase public awareness of their programs
and activities; an organization that has achieved national or
international distinction or made a significant contribution to the
community, or an organization that has helped to enhance the City
of London in a positive manner.

b) The following guidelines shall be observed for the flying of flags permitted
under 4.3a)ii), above:

i) the organization’s flag will fly in connection with a particular event
by an organization;

ii) no flags of commercial, religious or political organizations shall be
permitted;

iii) no flags of a group or organization whose undertakings or
philosophy are contrary to City of London policies or by-laws, or
espouse hatred, violence or racism shall be permitted;

iv) an organization’s flag shall be flown no more than once per
calendar year;

v) organizations shall be required to submit requests for their
organization’s flag to fly on an annual basis;

vi) a flag shall be flown for a period of up to one week, or for the
duration of the associated event, whichever is less; and,

vii) flags shall only be raised and lowered on those business days that
City Hall is open.

4.4 Flags at Back Entrance of City Hall

a) The following flags shall be permitted to be flown at City Hall on the flag
poles over the back entrance of City Hall facing Reginald Cooper Square:

i) The flags of all the provinces and territories and the Canadian Flag
are hung, in order of confederation, over the back entrance facing
Reginald Cooper Square. The Canadian Flag is hung as per the
standards outlined in the National Flag of Canada Etiquette issued
from the Federal Government.

b) The precedence for flag order (from left to right) as per the Position of
Honour is as follows:

i) the National Flag of Canada;

ii) the flags of other sovereign nations in alphabetical order (if applicable);

iii) the flags of the provinces of Canada (in the order in which they joined
Confederation); and,

iv) the flags of the territories of Canada (in the order in which they joined
Confederation)

c) The flags are raised in the spring, and lowered before winter.

4.5 General

a) The City Clerk will administer the policy for the flying of flags at City Hall.

b) The following guidelines shall apply to resolving conflicts arising from this
policy:
i) conflicts between the flying of flags in accordance with 4.1a)i) and 4.1a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.1a)i) and secondly in favour of those flags being flown in accordance with 4.1a)ii);

ii) conflicts between the flying of flags in accordance with 4.3a)i) and 4.3a)ii) shall be settled firstly in favour of those flags being flown in accordance with 4.3a)i) and secondly in favour of those flags being flown in accordance with 4.3a)ii);

iii) conflicts between the dates requested for flags to be flown by two or more organizations on the Community Flag Pole shall be settled in favour of the organization which first made its request; and,

iv) in the event there is a dispute between an organization and the City Clerk as to the eligibility of a request, the appeal process shall be through the Standing Committee of Council whose mandate it is to deal with such matters, with the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

c) The following guidelines shall be observed for the half-masting of the Canadian flag on the Community Flag Pole:

The flying of the Canadian flag at half-mast denotes a period of official mourning or commemoration.

The City of London will fly the Canadian flag on the Community Flag Pole at half-mast in the event of a death or to commemorate a solemn occasion. The Canadian flag will be lowered at the direction of the Mayor. In consultation with the Mayor, the City Clerk will provide instruction to lower the Canadian flag on the Community Flag Pole.

The position of the Canadian flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the Canadian flag shall be exactly half-way down the mast.

The official period of mourning is defined as the day of passing until the day of the funeral.

The Canadian flag will be flown at half-mast on the Community Flag Pole to commemorate the following occasions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Occasion</th>
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<tbody>
<tr>
<td>April 28</td>
<td>National Day of Mourning for Persons Killed or Injured in the Workplace</td>
</tr>
<tr>
<td>August 9</td>
<td>Peacekeepers’ Day</td>
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<tr>
<td>Last Sunday in September</td>
<td>National Peace and Police Officers’ Memorial Day</td>
</tr>
<tr>
<td>November 11</td>
<td>Remembrance Day*</td>
</tr>
<tr>
<td>December 6</td>
<td>National Day of Remembrance and Action on Violence Against Women</td>
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*Half-masting shall occur at 11:00 a.m. or according to the prescribed order of service at the Cenotaph.