

SECTION: Administration**POLICY #:** ADM-013**Date Approved:** September 19, 2016**Flag and Proclamation Protocol****Revision Date:** September 15, 2025**Review Date:****Authority:** Report CAO-14-16, CAO-17-25

POLICY STATEMENT

The Town of Hanover 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

This policy is intended to create a standard procedure for staff to follow to ensure consistency with regards to flags flown at municipally owned facilities and to establish a standard for which proclamation requests and public awareness campaigns received by the Town are processed and issued in recognition of individuals, events, organizations or community groups of significance for the Town.

SCOPE

This policy applies to flag raisings, proclamations, illumination of municipal facilities, and the flying of flags at any municipal building, property, or facilities.

PROCEDURES

1. Flags and Flag Poles

- 1.1. Flags shall only be flown from the flag poles at the municipally owned facilities listed below:
 - Civic Centre, 341 10th Street
 - P & H Centre, 269 7th Avenue
 - Hanover Police Service, 203 10th Street
- 1.2. Municipally owned facilities may display the National Flag of Canada, the Flags of the Provinces and Territories of Canada, the Municipal Flag as well as any other flag endorsed by Town of Hanover Council.
- 1.3. All flags will be displayed in accordance with the guidelines set out in the “Rules for flying the National Flag of Canada” provided by the Government of Canada, attached hereto as Appendix ‘A’.

- 1.4. The flags flown on the Cenotaph at the Civic Centre shall be chosen, provided and directed by the Royal Canadian Legion Branch 130.

2. Half-Masting

- 2.1. The National Flag at the Civic Centre and P & H Centre will be lowered to half-mast to recognize a period of official mourning or to commemorate significant dates. Flags will be flown at half-mast from the time of notification of passing to sunset on the day of the service to a maximum of 7 days for the following individuals:
 - The Sovereign or Member of the Canadian Royal Family;
 - The Governor General of Canada, or a former Governor General;
 - The Prime Minister of Canada, or a former Prime Minister; The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario;
 - The Premier of Ontario, or a former Premier of Ontario;
 - The Local Member of the House of Commons, or a Local Member of the Provincial Legislature;
 - The Mayor, a former Mayor, a Member of Council, a former Member of Council;
 - Any actively employed Staff Member of the Municipality;
 - Any Hanover Firefighter or Hanover Police Officer killed in the line of duty;
 - A resident of Hanover, who is a member of the Canadian Armed Forces killed while deployed on operations; or
 - Any other prominent public figure as determined by the Mayor in consultation with the CAO or Clerk.
- 2.2. The National Flag will be lowered to half-mast as a symbol of mourning for the following events:
 - April 28th – Day of Mourning for Persons Killed or Injured in the Workplace
 - November 11th – Remembrance Day
 - December 6th – National Day of Remembrance and Action on Violence Against Women
- 2.3. Notwithstanding, the Chief of Police may at his/her discretion order the National flag at the Hanover Police Service to half-mast in honour of any line of duty death of a police officer, member of the Canadian Military, or other circumstances, as deemed appropriate.
- 2.4. The flags located at the Cenotaph at the Civic Centre will be lowered to half-mast upon the direction of the local Royal Canadian Legion Branch 130 and will follow the guidelines and protocol of the Branch.
- 2.5. The Town of Hanover Municipal Flag at the Civic Centre and P & H Centre will be lowered to half-mast to recognize a period of official mourning or to commemorate significant dates. Flags will be flown at half-mast from the time

of notification of passing to sunset on the day of the service to a maximum of 7 days for the following:

- Any active member of a Committee of Council or Board of the Municipality;
- Any other prominent Town of Hanover public figure as determined by the Mayor in consultation with the CAO or Clerk;
- During Town of Hanover or regional time of mourning, sorrow or a solemn occasion where a sense of loss is shared by the community as determined by the Mayor in consultation with the CAO or Clerk.

3. Flags and Lighting of Buildings for Proclamations

- 3.1. Upon request, Council may consider placement of a specific flag and /or lighting of the Hanover Civic Centre in accordance with the proclamation section of this policy.
- 3.2. The Municipal flagpole, located at 341 10th Street (east parking lot), shall be the designated flagpole used to fly proclamation flags at the discretion of Council. Proclamation flags shall be flown under the Municipal flag and for the duration of the approved proclamation.
- 3.3. Notwithstanding section 3.2 the Poppy Flag shall be flown under the National Flag in observance of the Poppy Campaign, from the last Friday in October to sunset on Remembrance Day.
- 3.4. The Every Child Matters Flag shall be flown under the Town of Hanover Municipal Flag at the Civic Centre from September 1 to September 30.
- 3.5. Requests for outdoor illumination of the Hanover Civic Centre building may be submitted in conjunction with a proclamation request or public awareness campaign. Illumination is dependent upon the capability of the exterior building light system.
- 3.6. All organizations and/or persons submitting a request for proclamation shall do so in writing to the Clerk. Requests are to be submitted at least four (4) weeks prior to the day requested for the raising of the flag and / or lighting of the Hanover Civic Centre. Appendix 'B - Flag and Proclamation Request Form is the preferred format for submitting a written request. Approvals shall be based on a first come first served basis based on the date the request was received by the Clerk's Office.

The written request shall be submitted and must include the following information;

- Name of the requesting organization or individual
- Contact information (phone, email, etc.);

- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;
- Picture of the flag to be flown; and
- Description of the applicant organization or individual including a brief history, and any other relevant information.

4. Proclamation Criteria

4.1. Proclamations that demonstrate an interest in, or relationship with the Town and that demonstrate respect for the residents of the Town, including, but not limited to the following may be issued if approved through the proclamation process in section 3.5:

- a) civic promotions;
- b) public awareness campaigns;
- c) charitable fundraising campaigns;
- d) arts and cultural celebrations;
- e) special honours for individuals or organizations for special achievements.

4.2. Proclamations will not be issued for the following:

- a) matters of political controversy;
- b) religious organizations or religious events or celebrations;
- c) individual convictions;
- d) organizations or events with no direct relationship to Town of Hanover;
- e) celebrations, campaigns or events contrary to Town policies or by-laws;
- f) celebrations, campaigns or events intended for profit making purposes;
- g) attempting to influence government policy;
- h) Portraying or supporting discrimination, hatred, violence or prejudice.

4.3. Proclamations are issued at the discretion of Council. An organization does not have exclusive rights to the day, week or month of their proclamation.

4.4. Individuals, groups or associations requesting flag raisings are required to provide the flag to be raised.

5. Communication

5.1. When the National Flag or Town of Hanover Municipal flag is half-masted, the Town will communicate the half-masting via the Town's social media platforms.

5.2. Once a proclamation has been approved, the following communication will be

carried out:

- a) a letter will be sent from the Office of the Mayor to all organizations whose proclamation request is approved;
- b) The Clerk's Office will arrange to include notice on the Town's website and social media and, if applicable, will provide a link to the organization's website that is related to the proclamation;
- c) The Office of the Mayor will prepare Proclamation Certificates upon request.



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→ [Anthems and symbols of Canada](#) → [National Flag of Canada](#)

→ [National Flag of Canada etiquette](#)

Rules for flying the National Flag of Canada

The National Flag of Canada can be displayed in many different ways, from the front yard of a house to the top of a building. There are rules and guidelines on how to display this flag to honour it.

The National Flag can also be flown with the provincial or territorial flags, or those of organizations and other nations, in which cases it would take the [position of honour](#) (</eng/1444133232532/1444133232534>). Individuals can always see our flag proudly being flown on Parliament Hill (</eng/1444133232502/1444133232504>).

- [Dignity of the Flag](#)
- [Displaying the Flag](#)
 - [Flat against a surface, horizontally and vertically](#)
 - [On a flagpole or mast](#)
 - [On a flag rope \(halyard\)](#)
 - [Suspended vertically in the middle of a street](#)
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Dignity of the Flag

The National Flag of Canada should be displayed only in a manner appropriate for this important national symbol; it should not be subjected to dishonour or displayed in a position inferior to any other flag or [ensign](#) (</eng/1444133232527/1444133232529#ensign>). The National Flag always takes priority over all other national flags when flown in Canada. The only flags that are given priority over the Canadian flag are the [personal standards](#) (</eng/1445001063704>) of members of the Royal Family and of Her Majesty's eleven representatives in Canada.

The National Flag of Canada should always be flown on its own [mast](#) (</eng/1444133232527/1444133232529#mast>) ; flag protocol states that it is improper to fly two or more flags on the same mast (for example, one beneath the other). The following points should be

kept in mind:

- the National Flag of Canada should not be used as a table or seat cover, as a masking for boxes or as a barrier on a stage or platform;
- it is not common practice to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, and should be discouraged;
- nothing should be pinned to or sewn on the National Flag of Canada; and
- the National Flag of Canada should not be signed or marked in any way. A border could be attached to its outside edge, which can be marked while leaving the Flag itself untouched.

When the National Flag of Canada is raised or lowered, or when it is carried in a parade or review, everyone present should face the Flag, remain silent and remove their hats. Those in uniform should salute.

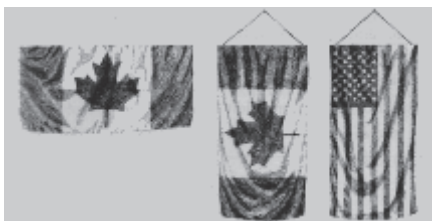
Displaying the Flag

The National Flag is flown at all federal government buildings, airports, as well as military bases and establishments within and outside Canada. It may be flown by night as well as by day.

The National Flag of Canada may be displayed as follows:

Flat against a surface, horizontally and vertically

If hung horizontally, the upper part of the leaf (the points of the leaf) should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the Flag. Flags hung vertically should be hung so that the canton (</eng/1444133232527/1444133232529#canton>) is in the upper left corner.



On a flagpole or mast

The top left (first) quarter or canton should be placed in the position nearest the top of the flagpole (/eng/1444133232527/1444133232529#flagpole_flagstaff_staff) or mast (</eng/1444133232527/1444133232529#mast>). When carried, the Flag should be respected.

On a flag rope (halyard)

The canton should be raised as closely as possible to the top with the flag rope tight.

Suspended vertically in the middle of a street

The upper part of the leaf (the points of the leaf) should face north in an east-west street (Figure 2). The upper part of the leaf should face east in a north-south street (Figure 3).



Projected from a building

Displayed horizontally or at an angle from a window or balcony, the canton (</eng/1444133232527/1444133232529#canton>) must point outward.

Affixed on a motor vehicle

The flag must be on a pole firmly fixed to the frame of the car on the front right.

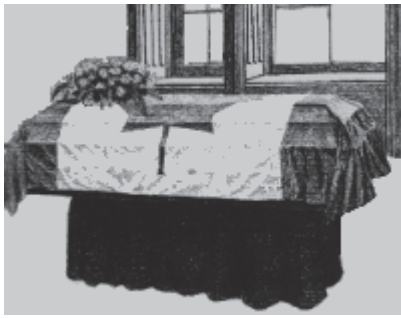
Sharing the same base – three flags

When only three flags are displayed, the National Flag of Canada should be at the centre. To an observer facing the display, the second-ranking flag is placed to the left of centre, and the other to the right.

A common combination of flags is the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In this case, the National Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

When used to cover a casket at funerals

The canton should be draped over the upper left corner of the casket (Figure 4). The Flag should be removed before the casket is lowered into the grave or, at a crematorium, after the service. The flag size for a standard adult-sized casket should be 4 1/2 X 9 feet or 1.40 X 2.80 metres.









Half-masting for mourning

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the [flagstaff \(/eng/1444133232527/1444133232529#flagpole_flagstaff_staff\)](/eng/1444133232527/1444133232529#flagpole_flagstaff_staff). It must be lowered at least to a position recognizably “half-mast” to avoid the appearance of a flag which has accidentally fallen away from the top of the mast. A good position for half-masting is to place the centre of the flag exactly half-way down the staff (Figure 5).

<p>1. On a standard flagpole.</p> 	<p>2. On a projecting flagpole.</p> 
<p>3. On a peak or graff, the flag flies one half way up the halyards from the cleats, regardless of the position of crosstrees, platform or top which may intervene.</p> 	<p>4. On a mast with an intervening structure.</p> 
<p>5. On a mast with crosstrees, platform or top.</p> 	<p>6. On a mast which is surmounting a building</p> 

The Canadian flag flown at half-mast on six different structures: a standard flagpole, projecting flagpole, a peak or graff, a mast with an intervening structure, a mast with crosstrees, platform or top, and a mast which is surmounting a building.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys. Some buildings fly flags from horizontal or angled poles, without halyards, to which flags are permanently attached. Flags on these will not be half-masted.

Disposal of flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

For more information, see [half-masting the National Flag of Canada \(/eng/1444133232495/1444133232498\)](/eng/1444133232495/1444133232498).

Folding the National Flag

There is a specific process for the National Flag of Canada to be folded. The Canadian flag draped over a casket symbolizes a final tribute that celebrates a life that has passed. Being laid to rest with the Flag is an honour that is not solely reserved for the funerals of soldiers, veterans, and dignitaries but for all Canadians.

Learn more about the [process for the ceremonial folding of the National Flag of Canada \(http://www.cmp-cpm.forces.gc.ca/dhh-dhp/pub/oth-aut/pcf-cpd/index-eng.asp\)](http://www.cmp-cpm.forces.gc.ca/dhh-dhp/pub/oth-aut/pcf-cpd/index-eng.asp).

Date modified:

2016-06-22

National Flag of Canada etiquette (/eng/1444133232507)
Rules for flying the National Flag (/eng/1444133232522)
Position of honour (/eng/1444133232532)
Foreign flags in Canada (/eng/1444133232517)

Proclamation & Flag Raising Request

Please review the Flag and Proclamation Policy ADM-013 on this page prior to completing the request from.

Requests are to be submitted to the Clerk at least 4 weeks in advance of the occasion.

Name of Organization _____

Contact Name _____

Address _____

Phone Number _____

Email _____

A. Proclamation Request (Name/ Title of Occasion)

Date(s) to be Proclaimed

Proposed Wording for Proclamation

B. Flag Raising

Does the flag raising request correspond with the proclamation request?

☐ Yes

☐ No

If NO, provide reason or occasion for flag raising request and description or image of flag.

Requested period flag to be flown

From To

Do you wish for the Mayor or Councillors to attend the flag raising?

(please note attendance will depend on availability)

☐ Yes

☐ No

C. Civic Centre Illumination

Does the facility illumination request correspond with the proclamation request?

☐ Yes

☐ No

If NO, provide reason or occasion for facility illumination request.

Requested period of illumination?

From To

Lighting Colour(s) (explain purpose and/or meaning of selected colour(s))

Appendix B

Please provide a description of the organization making the submission and the reason for the request.

Signature _____

Date _____

Please note that as per the Flag and Proclamation Protocol Policy, requests are included on the Council Agenda which is a public document. There should be no expectation of protection of privacy when submitting this application.

For Office Use Only

Date Request Received _____

Date Considered by Council _____ (meeting date)

Date Approved / Denied _____

Additional Comments _____
