



## FLAG PROTOCOL AND CLOCK TOWER LIGHTING POLICY

<b>SECTION:</b> Communication	<b>EFFECTIVE DATE:</b> May 26, 2025
<b>RECOMMENDATION #:</b> GC40-25 <b>AMENDED BY:</b> GC106-25	<b>COUNCIL APPROVAL:</b> 88-25
<b>SUBJECT:</b> Flag Protocol and Clock Tower Lighting Policy	<b>POLICY NUMBER:</b> Communication -02

### 1. POLICY STATEMENT

To establish a guiding framework for the principles, objectives, processes and procedures with respect to flags on corporate properties. Provide standards with respect to flags flown on Town property including procedures for raising and lowering flags, as well as establishing standards and procedures for community flag raisings and clock tower lighting.

### 2. OBJECTIVE

- 2.1. To define the criteria and process for displaying, raising and half-masting the flags on corporate properties and facilities of the Corporation of the Town of Huntsville (hereinafter referred to as the Town) to ensure fair and consistent application.
- 2.2. The Flag Protocol and Clock Tower Lighting Policy is intended to raise awareness and encourage participation in fundraising initiatives, public awareness campaigns, cultural, sport and entertainment programs, as well as to foster a spirit of community and contribute to enriching the quality of life in Huntsville.
- 2.3. This policy outlines the types of recognition available, the criteria and application process and roles and responsibilities of staff.

### 3. DEFINITIONS

The following definitions pertain throughout this policy:

- 3.1. **“Canadian Flag”** means The National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- 3.2. **“Community Flagpole”** refers to a flagpole specifically designed to fly flags meeting the criteria in appendix II of this policy, located at 37 Main Street East and 20 Park Drive.
- 3.3. **“Community Flag Raising”** refers to the raising of a flag on a dedicated flagpole for the purpose of raising awareness.

- 3.4. **“Council”** means the Council of the Town of Huntsville.
- 3.5. **“Half-mast”** refers to the position of the 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 flag should be exactly half-way down the mast. 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.
- 3.6. **“Huntsville Civic Centre, Town Hall Clock Tower”** refers to the clock tower located at 37 Main Street East.
- 3.7. **“Lighting Request(s)”** means a request to illuminate the Clock Tower at Huntsville Civic Centre (Town Hall) in a specific colour or multiple colours.
- 3.8. **“Town”** means The Corporation of the Town of Huntsville.

#### **4. SCOPE**

##### **4.1 Dignity of the Canadian Flag**

The National Flag of Canada shall be displayed only in a manner befitting this important national symbol. It should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The National Flag always takes priority over all other national flags when flown in Canada.

##### **4.2 Protocol for Flying / Displaying the Canadian Flag**

- a. The Canadian Flag should always be flown on its own mast – flag protocol dictating that it is improper to fly two or more flags on the same mast (e.g. one beneath the other).
- b. No flag will be flown higher than the Canadian Flag.
- c. The Canadian Flag must be maintained in a presentable condition at all corporate properties and facilities, utilized for municipal purposes, where a flagpole exists.
- d. Where there are two flagpoles parallel to the building, the Canadian flag should be the first flag on the left of an observer facing the main entrance of the building.
- e. When three flags or more flown together, the Canadian Flag should occupy the central position.

##### **4.3 G8 Park**

- a. In Flag Park, Centre Street and West Road, the flags are flown representing the G8 Nations as of June 25 and June 26, 2010 when the G8 was held in Huntsville. The Canadian Flag takes the “place of honour” in the centre position and above, with the G8 Nations flown as documented on Appendix “I” attached.
- b. Explanation of Order:

“Beginning with the **G8 Heads of state (President)** precedence

determined by date of appointment or election to office; followed by **G8 Head of State/Government hosting the G8 Summit “Canada”**, followed by the **G8 Heads of Government (Prime Ministers)** precedence determined by date of appointment or election to office; and also the European Commission Flag”.

- c. Any removal of a flag in G8 Park shall be at the approval of Council.

#### 4.4 **Municipal Facilities**

The placement and/or removal of flags from countries or territories outside of Canada in municipal facilities requires Council direction.

#### 4.5 **Protocol for lowering the flag to half-mast**

- a. The Canadian Flag shall be flown at the half-mast position as a sign of mourning and sorrow in the event of a death.
- b. The Mayor or their designate, is the only person authorized to order the lowering of flags at half-mast at the following locations:
- Huntsville Civic Centre (Town Hall)
  - Canada Summit Centre
- c. Council and all staff shall be informed of this through the electronic distribution list so that they may answer questions regarding the purpose. The notice will be published on the Town’s website.
- d. The following locations **may** lower the Canada Flag when the Huntsville Civic Centre is lowered:
- Huntsville Fire Hall – at the discretion of the Fire Chief or their designate
  - Port Sydney Fire Hall – at the discretion of the Fire Chief or their designate
  - Huntsville Public Library – at the discretion of the Library Board
- e. The Canadian Flag will remain at **half-mast generally for three days** in the event of the death of:
- The Sovereign or spouse
  - The current Governor General of Canada
  - The current Prime Minister of Canada
  - The current Lieutenant Governor of Ontario
  - The current Premier of Ontario
  - The current Member of Parliament or Member of Provincial Parliament representing Huntsville
  - A current Member of the Municipal Council
  - Former Mayor of the Town of Huntsville
  - A special honour of someone the Town wishes to respect at the discretion of the Mayor or their designate.

- f. For the purpose of this policy, Members of Council and staff are requested to notify the Clerk upon the death of any of the above-noted persons.

Notwithstanding the above, family preferences will be respected. Flags will be flown at half-mast for one day, in recognition of the following dates from sunrise to sunset:

- April 28, Workers Day of Mourning – The day of mourning for persons killed, injured or suffered diseases as a result of work-related incidents. (As per *Worker Day of Mourning Act, 2016*)
- September 30, National Day of Truth and Reconciliation – Honouring the lost children and survivors of residential schools, their families and communities.

4.6 **Flying “Other” Flags at the front of the Huntsville Civic Centre** (Town Hall) or at the Canada Summit Centre

- a. For all requests by organizations to have their flags flown at the Huntsville Civic Centre or at the Canada Summit Centre see Appendix “II” – Community Flag Raising and Clock Tower Lighting Event.

4.7 **The Proper Disposal of Flags**

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

4.8 **Clock Tower Lightings**

- a. The lighting of the Town Clock Tower should showcase the Town of Huntsville and support the wellbeing of its residents. Such lighting should:
- Draw attention to the Town and be memorable.
  - Celebrate holidays and significant events/accomplishments at the local, national or international level.
  - Recognize significant local, national or international tragedies.
  - Provide the town with a unique identity.

**5. RESPONSIBILITY**

- 5.1. It is the responsibility of Town staff to follow the principles, objectives, processes and procedures outlined in this policy. The Clerk or his/her designate holds the responsibility to maintain appendix “II” the pre-approval list.
















**6. POLICY REVIEW**

- 6.1. This policy will be reviewed and updated as necessary.

**7. APPENDICES**

- 7.1 “I” - Flag Park – G8 Nations  
7.2 “II” - Community Flag Raising and Clock Tower Lighting Event

## Appendix “I” - Protocol - Order of Precedence – 2010 G8 Summit

<b>G8 Head of State/Government Hosting the G8 Summit</b>		
		The Right Honourable Stephen <u>HARPER</u> Prime Minister of Canada since 6 February 2006
		
<b>G8 Heads of State (Presidents)</b> <i>- precedence determined by date of appointment or election to office</i>		
		His Excellency Nicolas <u>SARKOZY</u> President of the French Republic since 16 May 2007
		
		His Excellency Dmitry <u>MEDVEDEV</u> President of the Russian Federation since 7 May 2008
		
		The Honourable Barack <u>OBAMA</u> President of the United States of America since 20 January 2009
		
<b>G8 Heads of Government (Prime Ministers)</b> <i>- precedence determined by date of appointment or election to office</i>		
		Her Excellency Angela <u>MERKEL</u> Chancellor of the Federal Republic of Germany since 22 November 2005
		
		His Excellency Silvio <u>BERLUSCONI</u> Prime Minister of the Italian Republic since 8 May 2008
		
		The Right Honourable David <u>CAMERON</u> Prime Minister of the United Kingdom of Great Britain and Northern Ireland since 11 May 2010
		
		His Excellency Naoto <u>KAN</u> Prime Minister of Japan since 4 June 2010
		
<b>President of the European Commission</b>		
		His Excellency José Manuel <u>BARROSO</u> President of the European Commission since 23 November 2004
		

## **Appendix “II”**

### **COMMUNITY FLAG RAISING AND CLOCK TOWER LIGHTING EVENT**

The Town of Huntsville will designate one flagpole at the Huntsville Civic Centre located at 37 Main Street East and when needed or desired one flagpole at the Canada Summitt Centre located at 20 Parks Drive for Community Flag Raising requests.

#### **1. Community Flag Raising and Clock Tower Lighting Event Criteria**

- 1.1. On occasion, community groups may request that a flag be raised, or the clock tower lights be coloured in recognition of the following:
  - a. In support of fund-raising drives important to the residents of Huntsville.
  - b. To celebrate civic events important to the residents of Huntsville.
  - c. In support of public awareness campaigns.
  - d. In support of Health Organizations.
  - e. Arts and cultural celebrations.
  - f. Or for other reasons as determined by the Mayor.
- 1.2. The community flagpole(s) and the clock tower will not be used by the following organizations:
  - a. Political parties.
  - b. Religious groups.
  - c. Commercial entities.
  - d. In support of fund-raising drives that are political or religious in nature.
  - e. In support of groups, organizations or events that promote beliefs contrary to any other Town Policy.
  - f. Organizations or matters that espouse hatred, violence, racism, or disorder.
- 1.3. Where no other organization has submitted an application, staff may submit a request to the Clerk's Department for the changing of the clock tower lighting, to recognize municipal organization initiatives. The request may be granted upon approval of the Chief Administrative Officer and Mayor.

#### **2. How to Request a Community Flag Raising or a Clock Tower Lighting**

##### **2.1. New Requests**

- 2.1.1. All requests for the use of the community flagpoles or a clock tower lighting will be made to the Clerk's Department using the form found on the Town of Huntsville website.
- 2.1.2. First time applicants applying for a flag raising or a clock tower lighting will present a deputation to General Committee/Council prior to being added to the pre-approval list.
- 2.1.3. Due to pending General Committee/Council meeting cycle, it is recommended that **new** organizations who wish to submit application for a flag raising, or clock tower lighting should submit their application between sixty (60) and ninety (90) days prior to the date of their event.

2.1.4. The Clerk or their designate will provide Committee/Council with a report making a recommendation to either decline or approve the request after staff have conducted an objective and impartial analysis of the request in relation to the criteria. Committee/Councils' decision will be final and will be communicated to the applicant in a timely manner.

2.1.5. The applicant will be advised by email confirmation that their request has been approved or denied. If approved the email will include the confirmation of the date requested by the organization.

## 2.2. Pre-approval Organizations

2.2.1. Once added to the pre-approval list organizations are responsible for their annual submission request for the day or week, they wish to have their cause recognized.

2.2.2. These application requests from organizations with pre-approval are to be submitted at least four (4) weeks prior to the day of the flag raising or clock tower lighting date. Email requests and/or written letters will not be accepted as a formal request.

## 3. General Rules or the Community Flagpoles

3.1 Approval and use of the community flagpoles will be granted on a first come first serve basis.

3.2 Application will only be considered once per year per organization.

3.3. No applications will be received prior to the year of the request.

3.4 Flag raisings may include a ceremony if required on the application.

3.5 Flags will be flown for one (1) day (up to 24 hours) or up to one (1) week at a time.

3.6 Only one flagpole may be used by an organization during the requested timeframe.

3.7 Flags must not be larger than 3 ft x 6 ft.

3.8. Flags must be dropped off at the 3<sup>rd</sup> floor customer service counter, located at Town Hall, between 8:30 a.m. and 4:30 p.m. Monday to Friday, no later than one week prior to the event.

3.9 Flags must be picked up at the same location no later than ten (10) business days following the event. Flags that are not retrieved within this time period will be disposed of by staff privately and in a respectful manner.

3.10 In the event that there is a half-masting planned for the day following a flag raising, which would not allow the community flag to be flown for 24 hours, staff will advise the requestor as soon as possible.

#### **4. General Rules for Clock Tower Lighting**

- 4.1 The Town of Huntsville will light the Civic Centre (Town Hall) Clock Tower for non-profit groups and organizations that meet the criteria in this policy.
- 4.2 Requests will be reviewed and evaluated on a first-come, first-serve basis.
- 4.3 A clock tower lighting will not include a ceremony as they take place at dusk.
- 4.4 Clock Tower Lightings will occur for one (1) evening and will take place on the approved date. If additional days are requested, it would be subject to approved requests.
- 4.5 All clock tower lightings take place from dusk to dawn the following morning.
- 4.6 Subject to availability, requesting organizations will have the ability to choose up to three (3) colours for their approved lighting. A complete list of possible colours can be found below. If the chosen colours are unavailable for any reason, the requesting organization will be advised and asked to make an alternative selection.

Available colour options are:

Red	Light Red
Blue	Light Blue
Green	Light Green
Purple	Light Purple (violet)
White	Gold
Pink	Orange
Teal	Yellow

- 4.7 The Mayor may direct that the clock tower be lit to recognize a sudden and significant local, national or international tragic event that impacts the community. These lightings may displace or interrupt a previously scheduled recognition activity. In this case, the requesting organization/individual will be given as much notice as possible about any changes to their previously scheduled lighting.

#### **5. General Information**

- 5.1 A flag raising and clock tower lighting request may occur on the same day for different causes.
- 5.2 An organization may raise a flag and light the clock tower on the same day. This will only happen if no other organization has requested the use of either the flagpole or the clock tower.
- 5.3 Flag raisings and clock tower lightings will be assigned as requested. If more than one (1) organization has requested the same date and a compromise cannot be negotiated between the applicants, the date shall be assigned to the organization that first requested the date.



- 5.4 Council and all Staff shall be informed of the flag raising or the clock tower lighting through the electronic distribution list. Notice will be published on the Town's website. If approved, and where time permits, the requests shall be noted on the next Council Agenda for information only.
- 5.5 Any pre-approved organization that has not requested a flag raising or clock tower lighting for three (3) consecutive years will be removed from the pre-approval list at the discretion of the Clerk or their designate.
- 5.6 Any organization that has been removed from the pre-approval list will be treated as a new applicant.
- 5.7 The Town shall reserve the right at all times to remove, refuse or deny a request as deemed necessary or appropriate by the Mayor or Council.

**6. Pre-approval List**

- 6.1. The following organizations are hereby pre-approved:

- i) Alzheimer Society of Muskoka
- ii) Autism Ontario
- iii) Bell Let's Talk
- iv) Big Brother's, Big Sisters
- v) Crime Stoppers of Simcoe Dufferin Muskoka
- vi) Community Living Huntsville
- vii) Hope Arises Project Inc.
- viii) Hospice Huntsville
- ix) Huntsville Terry Fox Community Run
- x) Kawasaki Disease Canada
- xi) Muskoka Breastfeeding Coalition
- xii) Muskoka Pride Community
- xiii) National Coaches Week
- xiv) Royal Canadian Legion Branch 232
- xv) Special Olympics
- xvi) St. John Ambulance
- xvii) Victoria Order of Nurses (VON)