

Category: Governance

Flag Policy

Policy Number: GOV-150
Approved by: Council Resolution # CW 344-2022 – June 22, 2022
Administered by: Events & Protocol, Strategic Communication, Tourism, & Events
Effective Date: August 10, 2022

1. Background	2
2. Purpose	2
3. Application and Scope	2
4. Outcomes	2
5. Principles	2
6. Policy Statements	3
7. Roles and Responsibilities	7
8. Monitoring and Compliance	8
9. Definitions	8
10. References and Resources	9
11. Revision History	9

1. Background

The City of Brampton recognizes that flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.

The City supports half-masting of flags as an expression of collective mourning and sense of loss that is shared by residents of Brampton.

To celebrate together the strength of Brampton's diversity and inclusivity, the City offers the opportunity for communities to raise nation flags and community flags on the designated Community Flagpole located in Ken Whillans Square at City Hall, enhancing awareness of special occasions and activities.

2. Purpose

The purpose of this Policy is to ensure that all flags at City Facilities are flown and displayed in a consistent and appropriate manner.

3. Application and Scope

This Policy applies to the display, maintenance, and disposal of flags flown at City Facilities.

A community flag-raising is limited and specific to the Community Flagpole located in Ken Whillans Square at City Hall.

3.1 Exceptions

- 3.1.1 This Policy is not meant to impede the standards of practice of the Brampton Fire and Emergency Services Department with regards to honouring their members or other fire and emergency personnel who have died in the line of duty.

4. Outcomes

- 4.1 Ensure all flags at City Facilities are flown, displayed, and disposed of in a consistent and appropriate manner and are positioned in Order of Precedence in accordance with the National Flag of Canada etiquette.
- 4.2 Ensure community flag-raising honours Brampton's diversity and important community events in a fair, inclusive and equitable manner.

5. Principles

- 5.1 **Equity, Diversity, and Inclusion** – Ensure flag-raising celebrates the diversity of the City and the City's commitment to diversity and inclusion through fair and inclusive practices.

- 5.2 **Consistency** – Ensure flag-raising procedures for flags flown at City Facilities are clear and consistent.
- 5.3 **Respect and Dignity** – Ensure flags flown at City Facilities are treated with respect and dignity in accordance with the National Flag of Canada etiquette and the protocols established by Canadian Heritage.
- 5.4 **Transparency** – Ensure public awareness of the City’s flag-raising protocols and rationales.

6. Policy Statements

- 6.1 The City follows the Order of Precedence established by Canadian Heritage when flying flags.
 - 6.1.1 Flags must be in excellent condition and conform to City guidelines.
- 6.2 The City of Brampton flag takes precedence over all charitable and non-profit organization and community flags unless otherwise established by Canadian Heritage.
 - 6.2.1 The City of Brampton flag will be flown at all City buildings or facilities where there are sufficient flagpoles to do so.
 - 6.2.2 The City of Brampton flag may be displayed indoors, in the Council Chambers, the Mayor’s Office, and at special events or ceremonies where flags have a specific purpose and are required.
 - 6.2.3 The City of Brampton flag shall not be used for commercial purposes by any external organization.
 - 6.2.4 The City of Brampton reserves the right to refuse, deny, or restrict the use of its municipal flag.
- 6.3 Flags shall be flown in accordance with the National Flag of Canada etiquette and the City guidelines.
- 6.4 Flags Flown Permanently at City Hall
 - 6.4.1 The National Flag of Canada and flags of the Province of Ontario, the Region of Peel, and the City of Brampton shall be displayed in the Council Chamber, along with any other flags approved by Council.
- 6.5 City Facilities
 - 6.5.1 Departments shall consult with Events & Protocol when planning to add or remove flags or flagpoles outside the premises of existing or new City Facilities.

- 6.5.2 Where external tenants are located at City properties and facilities and wish to fly flags outside the buildings, they shall consult with Events & Protocol, prior to displaying their flags, and are subject to approval by the City.
- 6.6 Maintenance and disposal of flags must be done in accordance with the National Flag of Canada etiquette.
- 6.7 Half-masting
 - 6.7.1 Flags are flown at the half-mast position as a symbolic expression of collective mourning.
 - 6.7.2 Half-masting may occur at all municipal facilities or specific locations, subject to the provisions of this Policy.
 - 6.7.3 For military days of significance and observances, flags will be at half-mast at the Cenotaph at City Hall, the Chinguacousy Park Memorial, and may include City Hall.
 - 6.7.4 The duration of half-masting may be:
 - a) From time of notification of death until sunset on the day of the funeral or memorial service.
 - b) From notification of death until sunset the next day and from sunrise to sunset on the day of the funeral or memorial service.
 - c) From sunrise to sunset on the day of the funeral or memorial service.
 - d) As prescribed by the Government of Canada's rules for half-masting the National Flag of Canada.
 - 6.7.5 Unless otherwise prescribed in this Council Policy, Events & Protocol will determine which flags will be flown at half-mast, including the locations and duration, and will send formal notice to all relevant business units with specific instructions.
- 6.8 Rationale for Half-Masting
 - 6.8.1 Half-masting at all City of Brampton facilities will occur in the event of the death of:
 - a) The Sovereign or a member of the Canadian Royal Family.
 - b) The Governor General of Canada, or a former Governor General.
 - c) The Prime Minister of Canada, or a former Prime Minister.
 - d) Current Lieutenant Governor of Ontario.
 - e) Current Premier of Ontario.

- f) A current local Member of Parliament or local Member of Provincial Parliament.
 - g) A current member of the Region of Peel Council.
 - h) A member of Brampton City Council, or a former member of Brampton City Council.
 - i) A current City of Brampton employee.
 - j) A resident of Brampton, who is a member of the Canadian Armed Forces, killed while deployed on operations.
- 6.8.2 Half-masting at City of Brampton facilities in respect of a person or persons not specifically identified in this section may occur at the discretion of the Mayor in consultation with the Chief Administration Officer (CAO) and Events & Protocol as a symbolic gesture of collective community mourning.
- 6.8.3 Brampton Fire and Emergency Services, at the discretion of the Fire Chief, will lower flags at the Fire Memorial to honour internal and external fallen firefighters as well as honouring those who have lost their lives in Police and Paramedic Services (within the City of Brampton and outside City boundaries).
- 6.8.4 Brampton Fire and Emergency Services will notify Events & Protocol of all half-mastings conducted, Events & Protocol in discussion with the Director of Strategic Communications, Tourism and Events, CAO, and Mayor will determine whether the flags will be lowered at City of Brampton facilities.

6.9 Special Day

- 6.9.1 Flags will be at half-mast at the City of Brampton facilities in accordance with the Council approved Important and Commemorative Dates Report Nation and Community Flag-raising.
- 6.9.2 The City may fly flags on its premises on a temporary basis to mark ceremonial occasions and dignitary visits. Discretion rests with the Mayor in consultation with the CAO and Events & Protocol for such requests.

6.10 Dignitaries

- 6.10.1 Royal Family or His Majesty's representatives:
- a) When a member of the Royal Family or His Majesty's representatives visits a City Facility or is hosted by the City, Events & Protocol may determine if and where the appropriate Royal Standard Flag is to be flown. The Royal Standard Flags take precedence over the National Flag of Canada.

6.10.2 Other dignitaries:

- a) As a gesture of respect and friendship, Events & Protocol may direct if and where the appropriate Flag be flown on the occasion of a visiting foreign dignitary to the Mayor.

6.11 Community Flag-raising

6.11.1 All community flag-raising take place at the Community Flagpole in Ken Whillans Square at City Hall.

6.11.2 Requests will be confirmed on a first come first served basis.

6.11.3 Organizations with approved flag-raising requests are required to provide a flag and the flag-raising will be conducted in accordance with Standard Operating Procedures.

6.11.4 Events & Protocol will assess and approve community flag-raising requests from charitable and non-profit organizations for flight on the Community Flagpole based on the following criteria:

- a) Of nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion.
- b) Of organizations that have a presence in the Brampton community, except those outlined in section 6.11.5 below.

6.11.5 The City will not approve requests for flag-raising on the Community Flagpole requested by:

- a) Organizations or groups that are political or partisan in nature, including political parties or political organizations.
- b) Organizations that promote hatred, violence, racism, or discrimination of any kind.
- c) Religious organizations.
- d) Organizations that have already flown a flag on the Community Flagpole within the same calendar year.
- e) Commercial entities.

6.11.6 The City will not approve requests for use of the Community Flagpole for flags that:

- a) Belong to nations not recognized by the Government of Canada.
- b) Represent political causes.
- c) Celebrate religious events (unless the day is approved within the Important and Commemorative Dates Report).
- d) Celebrate corporate events.

- e) Support of groups, organizations, or events that promote beliefs contrary to any other City policies or pose a reputational risk to the City.
 - f) Belong to nations that have already flown on the Community Flagpole within the same calendar year.
- 6.11.7 The Mayor, in consultation with Events & Protocol, may use discretion to approve or deny a request for a flag-raising rejected by Events & Protocol based on reputational risk to the City.
- 6.11.8 The Mayor has discretion to deny a request that meets the criteria based on a reputational risk to the City.
- 6.11.9 The City reserves the right to cancel a flag-raising in the case of an unforeseen circumstance.
- 6.11.10 Flags may be flown for a maximum of two weeks or at the discretion of Events & Protocol.
- 6.11.11 When more than one flag-raising request occurs for the same day, the application received first will be flown on the Community Flagpole. For multiple requests for the same period the flags will be flown for an equal amount of time as determined by Events & Protocol.
- 6.11.12 When the same flag-raising is requested by more than one community organization, the City will try to coordinate the requests and reserves the right to determine the lead organization.
- 6.11.13 Flag-raising of similar topic/awareness campaigns will be approved on a first come, first served basis.
- 6.11.14 City Council will be notified by Events & Protocol of approved community flag-raising requests.

7. Roles and Responsibilities

7.1 City Council

- 7.1.1 Approve annual tactics for Important and Commemorative Dates.

7.2 Mayor

- 7.2.1 Discretion for half-masting and for flying flags for special or ceremonial occasions not identified in this Policy.
- 7.2.2 Discretion to approve a community flag-raising request that does not meet the criteria, and to deny a community flag-raising request that has reputational risk to the City.

7.3 Chief Administrative Officer

- 7.3.1 Provide advice to the Mayor on half-masting protocols not identified in this Policy.
- 7.3.2 Provide advice to the Mayor and Events & Protocol for dignitary flags and other requests not identified in this Policy.

7.4 Events & Protocol

- 7.4.1 Interpret and administer this Policy and associated Standard Operating Procedures.
- 7.4.2 Provide advice to the Mayor and the CAO on half-masting protocols, flag protocol for dignitary visits, or other requests not identified in this Policy.

8. Monitoring and Compliance

- 8.1 Events & Protocol shall ensure this Policy is reviewed as per the Governing Policy for Corporate Policy Program GOV-100 and remains relevant to the needs of the City, in accordance with legislative requirements and good business practices.
- 8.2 Consequences of non-compliance
 - 8.2.1 Failure to follow this Council Policy may result in reputational risk to the City.

9. Definitions

- 9.1 **City Facilities** – Facilities, properties, buildings, and parks managed or owned by the City of Brampton.
- 9.2 **Community Flagpole** – The Community Flagpole in Ken Whillans Square at Brampton City Hall.
- 9.3 **Flag** – A piece of cloth (usually rectangular) of distinctive colour, design, emblem, or symbol to represent nations, provinces, states, or municipalities. “Flag” is also used to describe a banner, which looks like a flag bearing a symbol, logo, slogan, or another message to represent charitable or non-profit organizations but does not have a flag status.
- 9.4 **Half-masting** – The position of a flag, approximately halfway up the post or pole. Flying flags at half-mast is a symbol of respect or mourning or to commemorate significant dates.

- 9.5 **Order of Precedence** – The positioning of Flags in priority of importance, order, or rank. Please refer to the “Position of honour” section in the National Flag of Canada etiquette for further exposition.

10. References and Resources

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available.

10.1 External references

- [National Flag of Canada Etiquette](#)
- [Position of Honour, Canadian Heritage](#)
- [Rules for Half-masting the National Flag of Canada](#)

10.2 References to related bylaws, Council policies, and administrative directives

- [Expression of Sympathy GOV-170](#)
- [Governing Policy for the Corporate Policy Program GOV-100](#)

10.3 References to related corporate-wide procedures, forms, and resources

- [Community Flag-Raisings](#)

11. Revision History

Date	Description
2019/04/10	New – Approved by Council Resolution C119-2019
2019/04/23	Minor administrative edits to correct grammar and formatting.
2022/06/22	Policy updated to comply with new Policy template principle and outcome sections added. Current City employees of the City added to rationale for Half-masting.
2025/02/14	Minor administrative edits to correct grammar and formatting and to update policy as per program administration.
2028/02/14	Next Scheduled Review