



Hamilton

REPORT 11-003

GOVERNANCE REVIEW SUB-COMMITTEE

Thursday, May 26, 2011

10:00 a.m.

Room 171, (1st Floor)

Hamilton City Hall

Present: Councillor R. Powers (Chair)
Councillors B. Clark, R. Pasuta, M. Pearson, T. Whitehead

Also Present: R. Caterini, City Clerk
M. Gallagher, Deputy Clerk
L. Pasternak, Solicitor
C. Newman, Legislative Assistant, City Clerk's

THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 11-003 AND RESPECTFULLY RECOMMENDS:

1. City of Hamilton Flag Protocol (Item 4.2)

That the City of Hamilton Flag Protocol attached as Appendix A to Report 11-003 be approved.

FOR THE INFORMATION OF COMMITTEE:

(a) City of Hamilton Flag Protocol (Item 4.2)

Councillor Jackson and concerned constituent Mr. Fletcher brought forward the matter of a flag protocol at the March 8th Governance Review Sub-Committee meeting.

The Committee reviewed the staff report.

Currently, the City of Hamilton does not have a formal flag protocol approved by Committee and Council. To date, staff have been using information contained in a draft policy which was prepared by former City Manager Bob Robertson.

Having a formal, approved policy in place will provide staff with the procedures and guidelines for the raising and lowering of the City of Hamilton Flags, as well as for special ceremonial events.

The Committee directed that the policy be amended to include:

- corporate communications informing the public as to the reason for the flag lowering.
- adding the following to the list to be recognized upon death:
 1. Canadian Senators
 2. Local military personnel who pass away as a result of combat
 3. Members of Council from the former municipalities of Hamilton, Ancaster, Dundas, Glanbrook, Stoney Creek and Flamborough to when a flag is lowered

On a motion the Governance Review Sub-Committee meeting adjourned at 11:30 a.m.

Respectfully submitted,

Councillor R. Powers, Chair
Governance Review Sub-Committee

Christopher Newman
Legislative Assistant
May 26, 2011

City of Hamilton Flag Protocol

PURPOSE: To provide direction with respect to Flag etiquette, the half-staffing and the raising of flags at Hamilton City Hall and City of Hamilton owned facilities.

SCOPE: This protocol applies to all properties and facilities owned and operated by the City of Hamilton, as well as the locations of all city-run events, except those where the policies of another government body would take precedence.

RESPONSIBILITY: The Mayor or his/her designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the City of Hamilton.

Corporate Communications will advise the Mayor or his/her designate of any actions for ensuring the flag protocol is adhered to and will prepare appropriate communications to inform the community of the lowering of the Flag. (i.e. press release/information on the City of Hamilton Website).

The Public Works Department will be responsible for the co-ordination and notification of appropriate staff for the raising or lowering of the flags as determined by the Mayor.

GOVERNING RULES AND REGULATIONS:

Protocol

Protocol is the official form of ceremony, etiquette and diplomatic formality observed on State occasions. Protocol sets corporate standards for the Council and City Departments. Protocol events and activities are designed to be politically and culturally sensitive as well as to enhance the profile of the City of Hamilton.

It is recommended that flags be flown in front of City Hall in the following order beginning on the extreme left as viewed from the front of the building:

1. Canadian Flag
2. Provincial Flag
3. Municipal Flag

In the event multiple flags are flown together, the flags should be identical in size and height and flown from separate flagpoles. Flag protocol dictates that is improper to fly two or more flags on the same mast (eg. One beneath the other) and therefore, shall be flown on separate flag poles.

Flying of the Flag at Half-staff

Flags are flown at half-staff as a sign of mourning and respect upon death.

If there is more than one flag flying in unison, all flags flown together should be flown at half-staff.

Half-staffing will occur immediately upon notification of a death until sunset on the day of the funeral for the/a:

1. Sovereign or a member of the Royal Family related in the first degree to the Sovereign
2. Governor General of Canada (current/former)
3. Lieutenant Governor of Ontario (current/former)
4. Canadian Prime Minister (current/former)
5. Ontario Premier (current/former)
6. Mayor (current/former)
7. Member of Council (current and former of Hamilton, Ancaster, Dundas, Flamborough, Stoney Creek, Glanbrook)
8. Local Member of Federal or Provincial Government and Senators (current/former)
9. Current City Employees including Police, EMS and Fire Services to be lowered at the employee's immediate workplace. Should the workplace not fly flags, the flags flown at City Hall will be lowered to half-staff.

Half-staffing will also occur on:

1. Remembrance Day (November 11th)
2. Worker's Day of Mourning (April 28th)
3. Events/special circumstances such as events deemed to represent a significant tragedy or a loss of life, including publicly announced Canadian Forces fatal casualty on any Canadian or Canadian-involved mission at home or abroad

Flag Raising for Special Event

Flag raising can enhance public awareness and support activities such as fund-raising drives, multi-cultural events. Requests for flag-raising for a special event, including fund-raising, multi-cultural events, are to be submitted to the Mayor's Office in writing at least four weeks prior to the requested date and must include the following:

1. Request for ceremony
2. Name, address, contact, title and phone number of organization
3. Date and time of the flag-raising ceremony
4. Name of flag to be raised
5. If request is to fly a cultural or fund-raising flag, flag must be provided to the City of Hamilton and will then be returned

Flags flown by special request, if the request is granted by the Mayor's office, will be flown for an appropriate period specified on a courtesy flag pole which will be located on the main floor of Hamilton City Hall.

At no time will the City of Hamilton display flags deemed to be inappropriate, offensive in nature or those supporting discrimination, prejudice, political, commercial entities or religious movements.

One request per organization per calendar year will be permitted. Requests will be considered on a first come first serve basis.

As a gesture of respect and friendship, the City of Hamilton will fly the appropriate flag on the occasion of a visiting dignitary. The flag will be flown for the duration of the visit to the City of Hamilton. However, where only the Canadian Flag is flown, it will not be displaced by a flag representing another nation.

Disposal of Flags

When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it should be disposed of in a respectful manner and immediately replaced.