

TITLE:	Corporate Flag Policy
POLICY NO.:	POL-ADMIN-04-2020
APPROVAL DATE:	November 23, 2020
EFFECTIVE DATE:	November 23, 2020

Purpose

The purpose of this policy is to outline the requirements for raising flags at all Township facilities, as well as guidelines for flying flags at half-mast and ensuring all flags are flown and displayed in a consistent and appropriate manner.

Definitions

“Flag” for the purpose of this policy, flags will be referred to the National Flag of Canada (Canadian Flag), Flag of the Province of Ontario (Provincial Flag), the Township of West Lincoln Flag (Township Flag), and any other flag permitted to be flown on a Township of West Lincoln municipal flagpole.

“Half-mast” refers to the position of a flag, approximately halfway up the post or pole. The position when flying at half-mast will depend on the flags size, the length of the mast and its location. Flags are flown at the half-mast position as a sign of mourning.

“Order of Precedence” refers to the positioning of flags in priority or importance, order or rank.

Application and Scope

This policy applies to all municipal owned facilities operated by the Township of West Lincoln where flags are displayed, Members of Council, Township Staff, as well as all members of the Public.

Policy

1. Displaying Flag(s)

- 1.1. All flags will be flown or displayed in accordance with the dignity and general [rules of etiquette](#) for flying and displaying the National Flag of Canada (Canadian Flag).
- 1.2. The National Flag of Canada, the Provincial Flag of Ontario (Provincial Flag) and the Township of West Lincoln Flag (Township Flag) shall be flown on flagpoles owned and maintained by the Township of West Lincoln. Other organizations within the Township of West Lincoln and the Niagara Region may request a flag to be flown when a request is sent to the Clerks Department.

- 1.3. Where the Township flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left of the observer of the flag and the Township Flag on the right.
- 1.4. Where the Township of West Lincoln Flag is flown or displayed with the Canadian and Provincial Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Provincial Flag to the left and the Township Flag to the right.
- 1.5. Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags must be replaced immediately.

2. Flying the Township Flag

- 2.1 Where the Township Flag is flown or displayed by individuals or organizations, the flag should be treated with dignity and respect and flown or displayed properly.
- 2.2 The Township Flag may be displayed flat or flown on a staff. If flat, it may be hung horizontally or vertically. If it hangs vertically against a wall, the flag should be placed so that the upper part of the Township Crest is to the left and the lower part of the Crest is to the right as seen by observers.
- 2.3 The Township Flag may be flown or displayed in a church, auditorium, or other meeting place. The Township Flag should not be used to cover a speaker's table or be draped in front of the platform; nor should it be allowed to touch the floor. If displayed flat against the wall at the back of a platform, the flag should be above and behind the speaker in a location as determined under general rules for flying and displaying the Canadian Flag, Provincial and/or other flags in Canada.
- 2.4 When used on the occasion of unveiling a monument, tablet, picture, etc., the flag should be properly draped and prevented from falling to the ground or floor.
- 2.6 The Township Flag should not be used for commercial advertising purposes. It is appropriate to display it to identify Township exhibits at fairs. Its use in such cases, as in all others, should reflect respect for the Township Flag.
- 2.7 When a Township Flag becomes worn, noticeably faded or otherwise unfit for service, it should be disposed of privately by burning.
- 2.8 The Township Flag shall not be used or worn as clothing.

- 2.9 For ceremonial presentations, it is suggested that the Township Flag may be presented to the local Member of Parliament, Member of Provincial Parliament and/or Regional Chair or a member of their staff on a formal request basis.

3. Flags at Half-Mast

- 3.1. As a symbol of mourning or commemoration, the Township of West Lincoln shall lower all flags to half-mast at all Township Flag locations including but not limited to the Township Municipal Building, the West Lincoln Community Centre, the West Lincoln Fire Halls (Station 1 and 2), Caistorville Library and the Smithville Parkette for the following occasions:

- On the death of The Sovereign or member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister).
- On the death of current and former Governor General of Canada, Lieutenant Governor of Ontario, Prime Minister of Canada and Ontario Provincial Premier.
- On the death of an elected representative of the Federal or Provincial, governments.
- Under specific circumstances as determined by the Mayor or Chief Administrative Officer.

- 3.2. As a symbol of mourning or commemoration, the Township of West Lincoln shall only lower the Township Flag at all locations where a Township Flag is being flown, where a Township flag is not flown and where only a Canadian flag is flown, shall lower the Canadian Flag for the following occasions:

- On the death of a current elected representative on the Region of Niagara Council or a local municipal Council in Niagara Region.
- On the death of current or former Mayor and Member of Township Council.
- On the death of current or retired Township employee.
- Line of duty death – Niagara Regional Police Officer.
- Line of duty death – Niagara Area Municipal Firefighter.
- Under specific circumstances as determined by the Mayor or Chief Administrative Officer.

- 3.3. When raising and lowering of all flags, the Canadian Flag shall be raised first and lowered last, unless the number of flags permits them to be raised and

lowered simultaneously. The Canadian Flag will remain slightly higher than the Provincial Flag and the Township Flag.

- 3.4. Flags will be flown at half-mast from the time the Township receives the notification of death until the end of the day of the funeral/memorial service, or as determined by the Clerk.
- 3.5. Flags flown at municipally owned facilities will be lowered to a half-mast position on the following days:
 - Workers Day of Mourning – April 28th
 - Remembrance Day – November 11th

4. Community Flag Raisings

- 4.1 The flagpole located at West Lincoln Community Centre will be used as the location to raise community flags.
- 4.2 The Clerk shall be given delegation of authority for community flag raising requests provided the new request is consistent with former requests and/or with the Corporate Flag policy.
- 4.3 When a community flag raising request is approved by the Clerk, the community flag will take the place of the Township Flag for the allotted duration.
- 4.4 Requests will not be approved for:
 - Political parties or organizations.
 - Religious organizations, commercial entities or in celebration of corporate events.
 - Intent that is contrary to the Township of West Lincoln policies and/or by-laws.
 - Organizations requesting flag raisings that espouse hatred, violence or racism.
 - Organizations that have already flown a courtesy flag during the same calendar year.
- 4.5 Community groups and organizations located within the Township of West Lincoln or the Niagara Region who wish to have their flag flown in the Township of West Lincoln are required to submit a flag raising request in writing through the Township's Clerks Department using one of the following methods:

1. Complete the Flag Raising Request form online
 - Fill out all required fields of the flag raising request form.
 - Once completed, the request is to be submitted to the Clerks Department where it will be approved or forwarded on to Council for approval if it does not fit the parameters of the Corporate Flag Policy.
 2. Submit your request to the Township's Clerks Department on your organization letterhead including the following information:
 - Organization name, address, contact, title, phone number and email address
 - Proposed date and time of flag raising ceremony (if requested) and names of attendee(s)
 - Purpose of flag raising
 - Name of flag to be raised
 - Photo of flag to be raised
- 4.6 Requests will be confirmed on a first come first served basis. A flag raising request should be submitted 4 weeks in advance of your required date.
- 4.7 Organizations with approved flag raising requests are required to provide a flag and other information pertaining to their flag raising in advance of the flag raising event.
- 4.8 The Township reserves the right to cancel a flag raising in the case of an unforeseen circumstance.
- 4.9 Flags may be flown for a maximum of one week or at the discretion of Council or the Clerk's Office.

Related Documents

- Community Flag Raising Request Form

References

- [Government of Canada – Rules for Flying the National Flag of Canada](#)
- [Government of Canada – Position of honour of the National Flag of Canada](#)