



TOWNSHIP OF WAINFLEET POLICY

Policy Title:	Corporate Flag Raising Policy
Policy Number:	
Department	Clerk's Department
Date of Council Approval:	June 22, 2021
Date of Revision(s):	

1. DEFINITIONS

- 1.1. **“Clerk”** means the Clerk appointed by the Township of Wainfleet Council, or his/her designate.
- 1.2. **“Community Flag Pole”** means the flagpole at the Township of Wainfleet Municipal Office that is designated for Community Flag Raisings.
- 1.3. **“Flagpole”** means a pole used for flying a flag.
- 1.4. **“Half-mast”** means the action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasion.

2. PURPOSE

- 2.1. The Community Flag Raisings & Flag Protocol Policy establishes a framework to govern requests for flag raisings received from the community, and to establish a constant protocol for the flying of flags at all municipal buildings and properties.

3. POLICY STATEMENT

- 3.1. This Policy applies to Community Flag Raisings held at the Township of Wainfleet Municipal Office, and to the flying of flags at any municipal building, property, or facility.

4. PROCEDURES/GUIDELINES

Flags at Half-Mast

- 4.1. Flags will be lowered on municipal properties in accordance with the guiding principles of the Canadian National Flag Protocol, through the following specific occasions:
 - On the death of the Mayor or a sitting member of Council;
 - On the death of a current Municipal employee or volunteer Fire Fighter;
 - On the death of a former Mayor or Member of Council;



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- The Sovereign or member of the Royal family related in the first degree to the Sovereign (i.e. husband or wife, son or daughter, father, mother, sibling);
 - Current or former Governor General;
 - Current or former Prime Minister;
 - Current or former Lieutenant-Governor of the Province of Ontario;
 - Current or former Premier of Ontario;
 - Current or former Member of the Parliament of Canada representing the Township of Wainfleet;
 - Current or former Member of the Legislative Assembly of Ontario representing the Township of Wainfleet;
 - Special events recognized by the Government of Canada recognizing the death of a universal major figure(s);
 - On the death of an individual(s) of local, provincial or national significance, or to commemorate a solemn occasion, in consultation with the Mayor and Clerk;
 - The official period of mourning is defined as the day of passing or notification thereof, until sunset on the day of the funeral or memorial;
- 4.2. The policy may be extended to include others as directed by the Mayor or by proclamation of the Governor General or Lieutenant Governor.
- 4.3. Flags at the municipal office and cenotaphs will be flown at half-mast in recognition of the following days:
- Workers Day of Mourning – April 28
 - Remembrance Day – November 11

Community Flags

- 4.4. The flagpole located in the lobby at Town Hall will be used as the location to fly community flags.
- 4.5. The Clerk shall have delegated authority to approve community flag raising requests, provided the new request is consistent with former requests and/or with the Corporate Flag Policy.
- 4.6. Requests will not be approved for:
- Political parties or organizations;



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- Religious organizations, commercial entities or in celebration of corporate events;
 - Intents that are contrary to Township of Wainfleet policies and/or by-laws;
 - Organizations requesting flag raisings that promote hatred, violence or racism;
 - Organizations that have already flown a courtesy flag during the same calendar year.
- 4.7. Community Flag Raising approvals will be granted on a first-come, first-served basis.
- 4.8. The community organization must provide the flag to the Clerk and retrieve the flag once it has been removed.
- 4.9. The Clerk will provide the date and time of the flag raising to the community organization, Members of Council and Senior Management.
- 4.10. The community organization will be responsible for arranging any flag raising ceremony and attendees.
- 4.11. Flags will be flown for up to one (1) week at a time unless otherwise directed by Council.