

Policy Title: Flag Policy

Policy# C6

Authority Approval: Mayor & CAO

Resolutions# 5-9-23-13

Effective Date: Sep 23-2013

Distribution:

Master

Administration

Council

FCSS

Fire Department

Library

Public Works

Recreation/Programs

**POLICY PURPOSE:** To establish the process for ensuring proper protocol for Canadian, Provincial, and other flags is followed by the Town of Beaverlodge, and to ensure that all flags at municipal facilities/properties are flown and displayed in a consistent and appropriate manner.

#### **POLICY STATEMENT & GUIDELINES:**

The National Flag of Canada and the flags of the provinces, territories and cities are symbols of honor and pride for all Canadians. The manner in which flags may be displayed in Canada is not governed by legislation but is established practice. This policy sets guidelines for the Town of Beaverlodge to ensure that we treat flags we display with respect and follow customs and etiquette recommended by the federal government.

#### **BACKGROUND:**

All flags, including the National flag of Canada, the Union Jack, the flags of each province and the Town of Beaverlodge flag are symbols of honor and pride for our citizens and should be treated with respect.

#### **1. DEFINITIONS:**

- a) "COUNCIL" shall mean the Council of the Town of Beaverlodge.
- b) "CAO" shall mean the Chief Administrative Officer of the Town of Beaverlodge.
- c) "NATIONAL FLAG" shall mean the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- d) "PROVINCIAL FLAG" shall mean the Flag of Alberta as officially adopted on June 1, 1968 with the proclamation of the Flag Act
- e) "Half MAST" shall mean the position of the flag when flying at half –mast will depend on it's size, the length of the mas and its location, but as a general rule, the center of the flag

should be half way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

## **2. RESPONSIBILITIES:**

### 1) The Chief Administrative Officer:

- a) Will act as a resource on the subject of flag etiquette.
- b) Will consult with the Government of Alberta Protocol Office in situations requiring flags and protocol.
- c) Will confer with council in situations where further discussion or decisions must be made regarding displaying or raising flags.

## **3. DISPLAYING FLAGS:**

Flags must be in excellent condition (no holes or torn) and a fringe is not permitted.

There are three flag poles in the front of the Beaverlodge campsite, four at the Beaver sculpture and two at the censtaf.

Flags should always be shown, represented or used in a dignified manner. They should not be used as a table or seat cover, to mask boxes or other items or to cover a statue, monument or plaque for an unveiling ceremony. When used on the occasion of unveiling a monument, table, picture etc., the flag should be properly draped and prevented from falling to the ground or floor.

It is not contrary to etiquette to have flags flying at night.

The National Flag of Canada takes precedence over all other flags when flown in Canada. No other flag should be flown at a higher height than the National Flag and when flown with other flags, it should be raised first and lowered last unless all are being raised and lowered simultaneously.

When two flags or more than three nation's flags are flown, use separate staffs of the same height. In procession, carry the National Flag on the Marching right.

When several other flags are carried abreast, carry the National Flag in front of the center of the line.

When suspended vertically in the middle of a street, the upper part of the flag should face north in an east-west street and face east in a north-south street.

When sharing the same base in an arrangement of 3 flags, the National Flag should be placed left of center, or highest point. In a 2 base arrangement, the National Flag should be placed left of center.

When used to cover a casket at funerals, the canton should be draped over the upper left corner of the casket. The flag should be removed before the casket is lowered. The flag should be 4.5 feet X 9 feet (1.4m X 2.8m).

Municipal, Provincial, Canadian and special occasion flags are flown or displayed at many municipally-owned buildings. Care should be taken when a group of flags are flown or displayed together that the proper etiquette is followed.

When there are requests for flags of other organizations or groups to be flown, the flag will be placed below the municipal flag and share the same pole upon approval by Council.

#### **4. FLAGS FLOWN AT HALF-MAST FOR MOURNING:**

To half-mast the flag as a sign of mourning, the flag is brought to the half-mast position by first raising it to the top of the mast and then immediately lowering it slowly to the half-mast position.

The Canadian Flag in front of properties/facilities is to be lowered to half-mast from the time of notification of death until after the funeral. The flag shall be raised to full-mast on the day and after the funeral. On the occasion of death of the current CAO or a current Council member of the Municipal Offices the flags will be flown at half-mast.

The Town flag will be flown at half-mast in recognition of the passing of a previously Elected Official/Councilor of the Town of Beaverlodge. When the memorial service for the past Elected Official is delayed due to family members having to travel long distances to attend the memorial service or the illness of a surviving spouse, the town flag will be flown at half-mast for a period of three days commencing on the day of notification and being raised to full mast at 1800 hours on the third day.

The Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.

#### **5. DATES WHEN FLAGS ARE FLOWN AT HALF-MAST:**

- 1) April 9<sup>th</sup>, National Day of Remembrance of the Battle of Vimy Ridge-from sunrise to sunset;
- 2) April 28, Workers' Mourning Day, sunrise to sunset;
- 3) June 23<sup>rd</sup> National Day of Remembrance for Victims of Terrorism;
- 4) Last Sunday in September, Police and Peace Officers' National Memorial Day (to honor fallen Canadian Police and Peace Officers), flags also flown at half mast at police stations, Fire and EMS, sunrise to sunset;
- 5) November 11, Remembrance Day, unless Half-Masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-Masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;
- 6) December 6, National Day of Remembrance and Action on Violence against Women, sunrise to sunset.

- 7) To commemorate the death of a member of the Canadian Forces (Albertan). In a show of respect for members of Canadian Forces born or stationed in Alberta, on the day(s) of the funeral(s);

**6. SPECIAL OCCASION FLAGS:**

The Town of Beaverlodge will fly special occasion flags to celebrate a particular date or event of significance to the Town. Council will decide which flags will be flown for special occasions.

The Town of Beaverlodge will fly flags of community groups, charitable or non-profit organizations upon approval by Council.

These flags are flown from below the Town flag.

Ethnic or community groups or organizations must request in writing to the CAO for authorization to fly a flag at the Administration Building and specify a date and time they are requesting.

Town of Beaverlodge,  
1016-4<sup>TH</sup> Avenue, Box 30  
Beaverlodge, AB. T0H 0C0  
[town@beaverlodge.ca](mailto:town@beaverlodge.ca)  
Phone: 780-354-2201 Fax: 780-354-2207

If the request meets the guidelines of the Town of Beaverlodge Flag Policy and is approved, the CAO shall proceed with the implementation of the flag rising.

The CAO will contact the requesting group to confirm timelines for flag delivery, time, date and other support required.

The CAO will determine the appropriate flag pole to be used and the support required.

**7. DISPOSAL OF FLAGS:**

Flags shall be inspected and changed as required semi-annually in conjunction with the Provincial time change dates. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

**8. ETIQUETTE PROCEDURES:**

- 1) Flags at the town are raised and lowered by designated staff.
- 2) Flags flown for special occasions, groups, or events will be flown on the flagpole reserved for the town flag. At no time will the National flag be replaced by a special occasion flag.

FLAG PROTOCOL LINK: (<http://pch.gc.ca/eng/1311704914994/1311705010488>)

Reviewed/Amended	Date:
<i>he Hansen</i>	<i>[Signature]</i>
Mayor	CAO