



POLICY

Policy No. 12 – 130 – 19/04/01
Department: Administration

MUNICIPAL FLAG PROTOCOLS

POLICY STATEMENT:

The National Flag of Canada, the flag of the Province of Alberta and the Town of Nanton municipal flag are symbols of honour and pride for all Canadians and should be treated with respect and dignity. This policy sets the standards for the Town of Nanton (the Town) to ensure that flags are displayed with respect and follow customs and etiquette as recommended by the federal government.

The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to the country and this community.

The Town of Nanton will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Chief Administrative Officer, or when directed, by resolution of the Council of the Town of Nanton

PURPOSE:

This policy is to establish when flags at Town of Nanton municipally owned and operated properties and facilities are to be flown at half-mast, and to ensure the use of Nanton's flag poles is exercised in a consistent and appropriate manner.

POLICY:

1. Protocol Precedence

Flags will be raised, lowered, flown, maintained and disposed of by the Town of Nanton in accordance with the Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag. These Guidelines will take precedence over the provisions of this policy.

2. Displaying Flags

- 2.1 If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
- 2.2 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).



3. Hierarchy of Flags

- 3.1 Should a Town owned and operated facility only have provisions to display a single flag, it may be the municipally approved flag, notwithstanding the following provisions of the Guideline which officially provide that:
- (a) Where one flag is flown, the National Flag of Canada will be flown.
 - (b) Where two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
 - (c) Where three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta and the Flag of the Town of Nanton will be flown.
- 3.4 Notwithstanding the previous provisions, the Guidelines and/or a resolution of the Council of the Town of Nanton may direct that another flag takes precedence (for example, the flag of the Sovereign).
- 3.5 Flags will only be flown at facilities where provisions have been made to do so.
- 3.6 Only one flag may be flown on each flag pole. Two or more flags may not be flown in a stacked position (one on top of the other).

4. Courtesy Flags

Courtesy Flags, which represent any other organizations (other than the National, Provincial, Municipal or affiliated flag, i.e. Fire Dept.) will not be accommodated for display at Town-owned and operated facility flag poles. Town-owned properties which are leased to organizations may install and display courtesy flags which have a direct relationship or benefit to the Town.

5. Half-Masting

- 5.1 **Half-Mast (also half-staff)** means to the position of a flag on its pole, generally half way down from the top of the pole, and, in the case where flags are flown in a set, all at the same half-mast height.
- 5.2 The Town of Nanton will lower flags as directed by the Prime Minister's Office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's Office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag). Flags are flown at the half-mast position as a sign of respect and condolence or to commemorate significant dates.
- 5.3 All flags will be flown at half-mast at the Town's municipal properties for the following specific occasions;
- from the time of notification of death until at least sunset of the day of the funeral or memorial service for:
- The Sovereign;
 - A member of the immediate Royal Family;
 - A current or former Governor General of Canada;
 - A current or former Prime Minister of Canada;
 - A current or former Lieutenant Governor of Alberta;
 - A current or former Premier of Alberta;
 - The current or former Mayor of the Town of Nanton;

at the minimum, from sunrise to sunset on:

- November 11, Remembrance Day (the National flag is to be flown at half-mast from 11:00 a.m. to coincide with the start of the ceremony at the National War Memorial, until the end of the work day);
- April 28, Workers' Mourning Day, the Day of Mourning for Persons Killed or Injured in the Workplace;
- June 23, National Day of Remembrance for Victims of Terrorism;
- December 6, the National Day of Remembrance and Action on Violence against Women.
- Whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings, and direction has been forwarded to the Town;
- Whenever the Alberta Premier's Office or Alberta Protocol have lowered the flags at all Provincial properties and buildings, and direction has been forwarded to the Town.

- 5.4 The Town flags at the Nanton Fire Hall may also be flown at half-mast in recognition of the death of active or retired town fire fighters; in recognition of line-of-duty deaths of fire fighters in other municipalities; and in special circumstances outside of Alberta at the discretion of the Fire Chief. The half-masting of such flags shall be performed by the fire hall volunteers.
- 5.5 Flags may be flown at half-mast in respect of an individual not specifically identified in this section, at the discretion of the Mayor, in consultation with the CAO.

6. Lowering Flags at Approved Memorial Locations

- 6.1 Despite being part of a set of flags, a memorial flag flown at approved memorial locations on Town properties may be lowered on its own in accordance with the customs of the group or person the memorial is erected to honour.
- 6.2 Approval for any memorial location on Town properties, other than the current Cenotaph in Centennial Park or the Nanton Cemetery is to be designated by resolution of Council.

7. Process for Half-Masting

- 7.1 The CAO will be responsible for notifying the Operations Manager for the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast.
- 7.2 When a flag is flown at half-mast, all other flags in the flag set must also be flown at half-mast and at no time should the Canadian flag be flown lower than any other flag.
- 7.3 The length of time that a flag will be flown at half-mast will be from the date of the death, or day of notification of death, and up to and including the day of the memorial service, unless otherwise outlined in this procedure. In the event that the purpose of discretionary half-masting is conducted for a number of people, the flag will be lowered at least one day per person to memorialize the losses.
- 7.6 Public notice of the reason for the half-masting will be posted on the Town's website and social media.

8. Responsibilities

- 8.1 The Chief Administrative Officer shall be responsible for the authorization and coordination of the display of flags at the Town's municipal properties and facilities in accordance with the appropriate policy, procedure and Council direction.
- 8.2 The Operations Manager will maintain an inventory of all flags flown at Town municipal properties.
- 8.3 The Operations Manager will conduct an inspection of the Town of Nanton municipally owned and operated facilities to ensure all flags are in suitable condition for use. Flags in unsuitable condition will be replaced and disposed of in accordance with the Rules for the National Flag of Canada.
- 8.4 The Operations Manager may delegate the lowering and raising of the flags at Town facilities, in accordance with the CAO's notification.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

June 3, 2024

Date

June 5, 2024

Date