

POLICY #205C

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Policy Title:	Flying Flags
Policy Number:	205C
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1. Policy Statement:

This policy outlines the protocols for flying flags at Town of Olds sites, incorporating practices from the Department of Canadian Heritage and the Alberta Protocol Office.

2. Purpose:

To ensure flags are displayed according to established protocols.

3. Standards:

Guidelines and protocols for properly displaying flags are required to ensure respectful and consistent practice in honouring the significance of certain events and special commemorations

3.1. Order of Precedence:

- 3.1.1. The National Flag of Canada
- 3.1.2. The Flag of visiting dignitaries
- 3.1.3. The Provincial Flag of Alberta
- 3.1.4. The Flag of the Town of Olds
- 3.1.5. The Treaty 7 and Metis Nation Flags
- 3.1.6. Any other flag or banner

3.2. Displaying Flags – general guidelines

- 3.2.1. Flying multiple flags on the same pole is under the discretion of the CAO or designate.
- 3.2.2. All flags flown in a group must be of the same size.
- 3.2.3. The National Flag of Canada is to be flown at full mast on Victoria Day and Canada Day unless half masted for the death of The Monarch, The Prime Minister, or the Governor General. And shall always be flown at full mast on the day a new Monarch is proclaimed.

3.3. Position of Honour

Position of Honour means either:

- 3.3.1. Regardless of the number of poles, the pole on the left of the viewer shall fly the Canadian Flag. The poles may be of the same height or descending height. (Left to right). Order of precedence (3.1) is left to right; or
- 3.3.2. Three poles; The center pole is the pole of honour only if it is taller or positioned in front of the other two. (otherwise see 3.3(1)) and shall fly the Canadian flag. In all cases the flag to the viewers left shall be the next in precedence (3.1)

4. Half Masting Protocols:

4.1. The Federal Department of Canadian Heritage or the Alberta Protocol Office will inform the CAO when the National or Provincial flags are to be half masted. That notice will include the reason why, the start date, and end date if known.

4.2. These special days include:

- 4.2.1. April 28th, Day of Mourning for Persons Killed or Injured in the Workplace (Worker's Mourning Day)
- 4.2.2. June 23rd, National Day of Remembrance for Victims of Terrorism
- 4.2.3. Second Sunday in September, Firefighter's National Memorial Day
- 4.2.4. Last Sunday in September, Police and Peace Officer's National Memorial Day
- 4.2.5. September 30th, National Day for Truth and Reconciliation
- 4.2.6. November 11th, Remembrance Day
- 4.2.7. December 6th, National Day of Remembrance and Action on Violence Against Women

4.3. Holidays and Weekends

If half-masting needs to begin on a weekend or holiday, flags may be lowered at the end of the of the last business day and raised on the next business day.

4.4. Mandatory Half-masting: Federal and Provincial

The Federal and provincial governments have determined that there shall be specific days or events which mandate half-masting of their respective flags. Out of respect all flags shall be half-masted. Full lists of these events/days can be found on their respective websites. Notice will be given as per 4.1.

4.5. Mandatory Half-masting: Town of Olds

The Municipal Flag is flown at Half-mast, from the time of notification of death for five (5) consecutive days or until the date of service, whichever comes first upon the death of a:

- 4.5.1. Current Member of Town Council;
- 4.5.2. Town of Olds Employee

4.6. Discretionary Half-Masting:

The CAO may or by direction of Council will Half-Mast flags for exceptional events.

5. Prohibited Uses of Flags

Flags should only be used for official purposes. No official flag should:

- 5.1. Be used as decoration;
- 5.2. Have anything pinned, sewn onto or written on;
- 5.3. Be worn;
- 5.4. Touch the ground;
- 5.5. Be burned effigy;
- 5.6. Be stepped on;
- 5.7. Be flown in a discoloured or tattered condition;
- 5.8. Be flown upside down.

6. Disposal

When a flag is no longer in suitable condition for use it should be disposed of in one of the following manners:

- 6.1. Natural fiber flags should be burned privately without ceremony or public attention;
- 6.2. Synthetic flags should be respectively cut into strips, with each element of the flag reduced to a single colour, so that the remaining pieces do not resemble a flag. The pieces should then be placed in a bag for disposal. The shreds of fabric should not be re-used or fashioned into anything.

7. Responsibilities

- 7.1 A complete explanation of flag etiquette and half-masting rules, circumstances and procedures are listed on the Canadian federal website at www.canada.ca.
- 7.2 The Parks department will manage the inventory and disposal of flags.
- 7.3 Requests for outdoor flags shall be directed to the administrative support for Parks.
- 7.4 Requests for indoor flags shall be directed to the Legislative clerk.