



205C  
Rules for Flying Flags

Prepared By: Office of the CAO

Effective Date: July 12, 2021

Council Resolution No.: 21-287

References:

Government of Canada: Canadian Heritage, National Flag of Canada Etiquette  
Government of Alberta: Protocol and Ceremony

**POLICY STATEMENT**

The Town of Olds policy for flying flags is created to incorporate practices by both Canadian Heritage and Alberta Protocol.

**PURPOSE**

The purpose of this policy is to ensure that flags at Town of Olds Facilities are flown and that the protocol followed ensures the dignity and respect for whom the flags are flown.

The Town of Olds will fly flags at its Facilities on a permanent basis and on a temporary basis to mark special occasions. Flag-raising ceremonies enhance public awareness of activities such as national days and multicultural events. A flag raising is the ceremonial raising of either a flag or pennant that can occur with or without an accompanying ceremony.

The Town will lower its flags to Half-mast in the event of a death or to commemorate a solemn occasion.

**SCOPE**

This policy applies to all Town of Olds Facilities that fly the National Flag of Canada, the Provincial Flag of the Province of Alberta, and/or the Municipal Flag of the Town of Olds.

**RESPONSIBILITIES**

All flags at Town of Olds Facilities are to be flown and displayed in a consistent and appropriate manner and condition. The Office of the Chief Administrative Officer (CAO) will notify the Departments when flags are to be lowered to Half-mast.

**DEFINITIONS**

“Active Service” means the status assigned whenever a person is enrolled, enlisted, drafted or warned for service or duty during an emergency, or when a person is on-duty, or has been warned for duty in aid of the civil power.

“Facilities” includes any municipal building, structure or area of land owned by the Town. (Aquatic Centre, Sportsplex, Town Administration, Fire Hall, Rotary Athletic Park and Operations Centre)

“Half-mast” means, as a general rule, the center of the Flag should be exactly half-way down the mast.

“National Flag of Canada” means the Flag as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

## STANDARDS

### 1. In Order of Precedence

- The National Flag of Canada
- The Provincial Flag of the Province of Alberta
- The Municipal Flag of the Town of Olds
- Banners of organizations

### 2. Displaying Flags

- a. Multiple flags flown on the same pole must be approved by the Chief Administrative Officer. All flags flown in a group are to be the same size. The National Flag of Canada occupies the position of honour as provided in the definitions. All flags flown in a group will be lowered at the same time when Half-masting is required.
- b. At no time shall any flag be flown at a height higher than the National Flag of Canada.
  - i. When the National Flag of Canada is Half-masted, all flags in a group or those that are together shall be flown at Half-mast.
  - ii. Only flags secured to flagpoles with halyards and pulleys will be Half-masted.
  - iii. If the National Flag of Canada is Half-masted, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5):  
Victoria Day and Canada Day.
- c. Upon the occurrence of an event that requires the Flag to be Half-masted, or upon the approval of the Prime Minister, the Department of Canadian Heritage will send a notice to relevant authorities instructing them to Half-mast the Flag. The Town of Olds CAO receives these notifications.
- d. Position of Honour means the pole on the left of the observer facing the flags or in the case where there are three flag poles the position of honour is recognized as the center flag pole. The other two flags should, in alphabetical order, be placed to the left and right of the National Flag respectively, from the point of view of the observer facing the three flag poles/masts.
- e. Position of Flags when flying the following three flags are: the National Flag of Canada, center pole; the Provincial Flag for the Province of Alberta, left hand pole; and the Municipal Flag of the Town of Olds, right hand pole of the observer facing the flags.
- f. Position of Flags when crossed is when the National Flag of Canada should be on the left of the observer facing the flags; the flagpole bearing the National Flag of Canada should be in front of the pole of the other flag.

### 4. Mandatory Half-masting of the NATIONAL FLAG OF CANADA

- a. Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is to be flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- b. Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- c. Upon the death of a former Governor General, the Flag is flown at Half-mast, if there is to be a memorial service, the Half-masting from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.

- d. Upon the death of a former Prime Minister, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- e. Upon the death of a Lieutenant Governor of the Province of Alberta, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until the following day and from sunrise to sunset on the day of the memorial service.
- f. Upon the death of the current the Member of Parliament for Olds, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.

**5. Special Days Half-masting the NATIONAL FLAG of CANADA**

The Flag will be Half-masted from sunrise to sunset on the following days:

- a. April 28, Workers' Mourning Day
- b. Last Sunday in September, Police and Peace Officers' National Memorial Day
- c. November 11, Remembrance Day
- d. December 6, National Day of Remembrance and Action on Violence Against Women

**6. Mandatory Half-masting of the PROVINCIAL FLAG of the PROVINCE of ALBERTA**

- a. At no time shall the Municipal Flag of the Town of Olds, Alberta be flown at a height higher than the Provincial Flag of the Province of Alberta.
- b. Upon the death of the current Member of the Legislative Assembly for Olds, the Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.
- c. When the Province of Alberta Half-masts the Provincial Flag for a reason other than provided in 5.b., the Provincial Flag may be lowered to Half-mast for the extent and duration of the Half-masting as approved by the CAO.

**7. Mandatory Half-masting of the MUNICIPAL FLAG of the TOWN OF OLDS, ALBERTA**

- a. Upon the death of a current the Member of Town of Olds Council, the 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;
- b. Upon the death of a Town of Olds employee, the 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.

**8. Discretionary Provisions Half-masting**

The CAO may determine to have flags at Half-mast for a single occurrence without precedence in the event of the death of:

- a. an Active Service member of the Canadian Forces;
- b. an Active Service member of national, provincial, or municipal police service;
- c. an Active or former Service member of an emergency service (Fire and Rescue, Emergency Medical Services).

The Flag is flown at Half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.

**9. Half-masting Notice**

- a) The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice when Half-masting is carried out upon the death of a person.
- b) Should a Half-masting need to be commenced on a weekend or statutory holiday, Flags are permitted to be lowered at the end of the last regular business day of work prior to the Half-masting date and raised again at the beginning of the next regular business day.

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Amended September 9, 2019, Motion 19-271  
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