



# FLAG DISPLAY POLICY

<b>Policy Number:</b>	ADM20
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Town Council
<b>Effective Date:</b>	January, 13 2020 – R.007.2020

## Purpose:

The purpose of the Flag Display Policy is to provide flag protocol for the Town of Fort Macleod.

## Policy Intent:

The Council of the Town of Fort Macleod has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

## Policy Statement:

The purpose of this policy is to ensure that the flags flown at the Town Office and other Town of Fort Macleod properties and buildings are flown and displayed in a consistent and appropriate manner.

## General

- a) The Town of Fort Macleod will only fly flags of nations recognized by the Federal department of Foreign Affairs and International Trade Canada.
- b) The CAO consults with the Government of Alberta Protocol Office institutions requiring advice regarding flags and protocol.
- c) The CAO will consult with Council in situations regarding flags and protocol. Following consultation with Council, if the situation warrants, the CAO may consult with the Government of Alberta's Protocol Office.

## Procedure:

### Displaying the Flags

- a) The Flag order precedence is as follows:
  - 1) The Governor General's Flag (Standard) takes precedence over all flags in Canada, except the Queen's Personal Canadian Flag and the flag of the Lieutenant Governor when the Lieutenant Governor is performing their duties as The Queen's representative in the province.
  - 2) The Lieutenant Governor's Flag (Standard) takes precedence over all flags except The Queen's Personal Canadian Flag.
  - 3) The National Flag takes precedence over all flags. When flown with other provincial, territorial and municipal flags, the National Flag occupies the position of honour as defined by Canadian Heritage, Government of Alberta.
  - 4) When provincial and territorial flags are flown with the National Flag, the order is determined by the date of entry into Confederation of the provinces and the creation of the territories.
  - 5) The provincial and territorial flags shall be displayed from left to right: Canada, Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Saskatchewan, **Alberta**, Newfoundland, Northwest Territories, Yukon Territory, and Nunavut.
  - 6) When representing Canada's membership in the Commonwealth or allegiance to the

- Crown, the Union Jack takes precedence after a provincial / territorial flag.
- 7) The Town of Fort Macleod Flag takes precedence over all community and /or ethnic flags.
- b) All flags are to be flown on separate poles where feasible.
  - c) All flags are to be flown at the same height.
  - d) All flags flown in a group are to be the same size.
  - e) Only the following flags are permitted to be flown at the Town Office premise:
    - Government of Canada flag;
    - Province of Alberta flag;
    - Town of Fort Macleod flag;
    - Livingstone Range School Division flag;
    - First Nations flag.
  - f) Flags will be flown in accordance with accepted flag protocol taking into account the number of flagpoles available.
  - g) When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it will be disposed of in a respectful manner and immediately replaced.

### **Use of Community Flagpole in Centennial Park**

- a) Community groups or organizations with at least some members who are residents of Fort Macleod (the Applicant) may request permission to fly a flag representing their group or organization. The Town of Fort Macleod makes available only the flagpole in Centennial Park for such requests.
- b) Permission to fly a flag in Centennial Park must be requested through the Town Office utilizing the specified form. Information requested:
  - 1. Name of organization, contact person, and contact information
  - 2. Confirmation that there is membership in the group or organization of Fort Macleod residents
  - 3. Dates requested for flying of flag (only dates in the current year are reservable)
  - 4. Reason for the request
  - 5. Picture of the proposed flag (both sides) and size of intended flag to be flown.
- c) The written request must be made a minimum of 30 days prior to the first proposed date of flying the flag.
- d) Permission will not be given to fly flags deemed to support or encourage discrimination, racism, violence, hatred against an individual or group, or generally offends common decency.
- e) Flags of political parties or commercial entities are not permitted.
- f) A flag of a recognized nation where there is political unrest or conflict in that country may be refused permission to fly. Where a request is made to fly such a flag, the Town may consult with the Government of Alberta Protocol and/or the Federal Department of Foreign Affairs for input on the whether permission to fly such flag should be given. Neutrality in foreign political unrest is a guiding objective relative to such a request.
- g) The decision whether to approve a request is made by the CAO or designate as authorized by and in accordance with this policy, with recourse to Council for confirmation of decision if the CAO or designate so chooses. A decision of the CAO, or designate, may be appealed by the Applicant by bringing the request before Council as directed by the CAO or designate. The decision of Council is final.
- h) Rationale for denial of a request will be provided in writing within a reasonable period.
- i) If approval is given, the Applicant will fly the requested flag in accordance with the terms set out in the approval document.
- j) At most, permission to fly such flags will be for a maximum of one week per calendar year.

- k) Only one request per organization per calendar year is permitted.
- l) The Applicant will provide their own flag.
- m) Flags must be in excellent condition with no holes or torn fringe.
- n) The Town assumes no responsibility for the raising, or lowering of the flag, or for any damage to or loss of the flag.
- o) Council reserves the right to initiate the flying of a flag of their choosing consistent with this policy but on shorter notice to the CAO.

### **Flags at Half-Staff**

- a) The Town of Fort Macleod will fly flags at half-staff or lower flags to half-staff on specific occasions to commemorate a solemn occasion.
- b) All requests to fly flags at half-mast must be in writing to the CAO for a decision by Council.
- c) Flags may be lowered to a half-staff from the time of notification of death until sunset the day of the funeral or only from sunrise to sunset on the day designated as the day of the funeral or memorial service. This will depend on the circumstance.
- d) Flags shall be lowered following the notification by e-mail from the CAO to the affected areas outlining the duration (effective date for lowering as well as the date to raise the flags). Depending on the circumstance flags may be lowered only at specific Town locations. Or lowered at all Town properties and buildings.
- e) The lowering of flags to half-staff is at the directive of:
  - 1) The Prime Minister's Office acting through Canadian Heritage or
  - 2) The Premier's Office acting through Alberta Protocol or
  - 3) The Mayor, in consultation with Town of Fort Macleod Council.
- f) Flags may be flown at half-staff on all Town of Fort Macleod properties and buildings from the time of notification of death until sunset the day of the funeral or memorial service for the following individuals:
  - 1) Sovereign
  - 2) Member of the immediate Royal Family
  - 3) Governor General of Canada or former Governor General
  - 4) Prime Minister of Canada or former Prime Minister
  - 5) Lieutenant Governor of Alberta or former Lieutenant Governor
  - 6) Premier of Alberta or former Premier
  - 7) Mayor of Fort Macleod or former Mayor
  - 8) Members of Council (current)
  - 9) Otherwise directed by the Prime Minister's Office or the Premier's Office

### **Policy Variance**

Any proposed variances from the policy are to be presented by the CAO's office and are to be decided by Town Council. In event of an issue of immediate concern, the Town of Fort Macleod will follow the lead of the Government of Alberta.

### **Responsibilities:**

#### **Town Council**

- a) To create, amend and approve the Policy.

#### **CAO**

- a) Create and amend the process to receive flag or banner requests from the community.
- b) Advise on Flag Policy
- c) Send out notices on flag raising and lowering to the appropriate Departments.
- d) Notify Town Council if there are any flag requests that vary from the policy or require further discussion and decisions.
- e) When requested, assist Town Council if there are any flag requests that vary from the policy or require further discussion.
- f) Coordinate the request with the Facilities Department ensuring that the process is completed.

**References:**

Canadian Heritage, Government of Alberta  
Alberta Protocol Office, Government of Alberta

**Further Information:**

For further information regarding this Policy, please contact the Chief Administrative Officer at 403-553-4425.

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CAO – Town of Fort Macleod