

**TOWN POLICY NAME:**

Flag Flying Protocol Policy

**POLICY NO:**

013/2024

**RESOLUTION:**

2024-539

**ADOPTED BY:**

Town Council

**SUPERSEDES:**

021/2020

**RESCINDS:****PREPARED BY:**

Administration

**EFFECTIVE DATE:**

November 19, 2024

**REVIEWED BY:**

Council

**REVIEW DATE:**

January 2028

**1. POLICY STATEMENT**

- a. All flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.

**2. PURPOSE**

- a. The Town of Rocky Mountain House acknowledges the importance of establishing proper, precise and consistent procedures to be put in place when flying flags in accordance with the *General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada* (1966) updated February 24, 2022 (the Rules).

The act of half-masting (lowering of the flag) is a visible statement that is shared by the community, expressing a collective sign of mourning. The Town of Rocky Mountain House will fly flags within the Town, based on this Policy. This includes any half-masting.

**3. PROCEDURES****a. Full-Mast:**

- i. The subject flag will be at the top of the flagpole with the top left corner placed in the position nearest the top of the flagpole. Only one flag shall be on one pole. In locations where more than one flag is being represented, the Town shall fly the flags in the following order of precedence:
  - National Flag of Canada
  - Flags of Other Sovereign Nations in Alphabetical Order
  - Flag of the Province of Alberta
  - Flag of the Town of Rocky Mountain House
  - Treaty Six Territory Flag
  - Metis Nation Flag

- ii. Should there be an instance where the flag is at half-mast in accordance with the Rules, it must be flown at full mast on Victoria Day and Canada Day.

**b. Position of Honor:**

- i. When two flags (or more than three) are flown together, the position of honor is furthest to the left of the viewers. When three flags are flown together, the position of honor is in the center.
- ii. The Town of Rocky Mountain House flag will be flown at all properties and facilities owned and operated by the Town of Rocky Mountain House. It is not to be removed from display except to make room for the flag of a higher order of government and no other flags of lower precedence are present.

Additional flag protocol may be referenced in the Rules.

**c. Half-Masting:**

- i. The procedure for half-masting is to first raise the flag to the top of the mast, and then immediately lower it to the half-mast position. It is satisfactory to place the center of the flag exactly halfway down the shaft. Only flags on poles fitted with halyards (flag rope) and pulleys will be half-masted.

**d. Mandatory Half-Masting:**

- i. Direction via email will be received from the Department of Canadian Heritage to the Chief Administrative Officer. On the death of those listed below, it is mandatory to fly the flag at half-mast:
  - The Sovereign, the Sovereign's family (Spouse, Heir to the Throne, or the Heir to the Heir to the Throne)
  - The Governor General
  - The Prime Minister
  - Former Governor General
  - Former Prime Minister
  - Current Chief Justice
  - Current Member of the Canadian Ministry
  - Current Lieutenant Governor
  - Privy Councillor and Senator, who is not a current member of the Canadian Ministry in their place of residence
  - Current member of the House of Commons in their riding
  - Accredited Heads of Mission to Canada while in Canada
- ii. Remembrance Day: Half-masting will occur from sunset on the day prior to sunrise on the day after November 11<sup>th</sup>.

**e. Discretionary Half-Masting:**

- i. Discretionary half-masting can be approved by the Chief Administrative Officer or Council for the following:
  - On the death of a current or former member of the Municipal Council of the Town of Rocky Mountain House.
  - On the death of a Municipal Employee of the Town of Rocky Mountain House. For the purpose of this Protocol, Municipal Employee may include a

member of the Rocky Mountain House Detachment of the Royal Canadian Mounted Police.

- On the death of a person(s) being given special honors by the Town Council.
- ii. Half-masting initiated by a Province – Upon notification to the Chief Administrative Officer, information dictating the reason, geographical extent, and duration will be identified. It may be a discretionary decision of the Chief Administrative Officer to decide if the dignitary identified is from the local area and if the half-mast procedure will/will not be appropriate for the municipality.
- iii. The Town may lower flags upon the death of a 'while on duty' Police Officer, Community Peace Officer, or Firefighter in any jurisdiction. Notification from the Chief Administrative Officer to Council as to the reason for the half-mast is required so that they can answer questions from the community.

**f. Special Notes:**

- i. Any flag that is deemed damaged should be replaced with a new flag. Damaged flags are to be destroyed via fire in a dignified manner.
- ii. Engineering and Operations will be considered to be the caretaker(s) of the flags and will be responsible for lowering, raising and disposing of flags within the Town entity.


Legislative Reference: *General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada* (1966) updated February 24, 2022 (the Rules); *RCMP Administrative Manual Flag and Ceremonial Etiquette*; *Alberta Protocol Office (links to Canadian Heritage Flag Etiquette)*.

This policy will supersede policy 021/2020 and take precedence over any previous policy related to the same subject manner.

**Schedules**

Schedule "A" is attached and forms part of this policy.

  
\_\_\_\_\_  
Acting Mayor Phillips

  
\_\_\_\_\_  
CAO Dean Krause

## Schedule "A"

### Recognized Flags used by the Town of Rocky Mountain House



National flag of Canada



Provincial flag of Alberta



Official flag of the Town of Rocky Mountain House



Treaty 6 Territory flag



Metis Nation flag