



BIG LAKES COUNTY POLICY



TITLE: Flag Protocol	
POLICY NUMBER: ADMIN- 62	
LEGAL AUTHORITY:	
APPROVED BY COUNCIL: February 13, 2019	
EFFECTIVE DATE: February 13, 2019	REVISED DATE:

Policy Statement

To establish the process for ensuring proper protocol for Canadian, Provincial, County and other flags is followed by Big Lakes County, and to ensure that all flags at municipal facilities/properties are flown and displayed in a consistent and appropriate manner.

Policy

The National Flag of Canada and the flags of the provinces, territories and municipalities are symbols of honor and pride for all Canadians. The manner in which flags may be displayed in Canada is not governed by legislation but is established practice. This policy sets guidelines for Big Lakes County to ensure that we treat flags we display with respect and follow customs and etiquette recommended by the federal government.

BACKGROUND:

All flags, including the National flag of Canada, the Union Jack, the flags of each province and the Big Lakes County flag are symbols of honor and pride for our citizens and should be treated with respect.

DEFINITIONS:

- a) **"Council"** shall mean the Municipal Council of Big Lakes County
- b) **"CAO"** shall mean the Chief Administrative Officer of Big Lakes County
- c) **"County"** shall mean the municipal corporation of Big Lakes County having jurisdiction under the Municipal Government Act and other applicable legislation.



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- d) **“National Flag”** shall mean the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
- e) **“Provincial Flag”** shall mean the Flag of Alberta as officially adopted on June 1, 1968 with the proclamation of the Flag Act.
- f) **“Half Mast”** shall mean the position of the flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be half way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

ROLES AND RESPONSIBILITIES:

- 1) Chief Administrative Officer:
 - a) It is the responsibility of the Chief Administrative Officer (or designate) to ensure that this policy is adhered to.
- 2) Directors and Managers:
 - a) It is the responsibility of Directors and Managers to notify the CAO and Executive Assistant of a death of a County employee (current), a County volunteer firefighter (current), or a volunteer when death occurs in the line of duty in serving the County.
- 3) Executive Assistant:
 - b) The Executive Assistant will act as a resource on the subject of flag etiquette.
 - c) The Executive Assistant will consult with the Government of Canada Canadian Heritage and Government of Alberta Protocol Office in situations requiring flags and protocol.
 - d) The Executive Assistant will confer with the CAO in situations where further discussion or decisions must be made regarding displaying or raising flags.



1. DISPLAYING FLAGS:

Flags must be in excellent condition (no holes, tears or frayed edges) and a fringe on a flag is not permitted. Care should be taken when a group of flags are flown or displayed together that the proper etiquette is followed.

There are (three) 3 flag poles in the front of the Big Lakes County Municipal administration office. Flags on the three flagpoles at the County are raised and lowered by designated staff.

Flags flown for special occasions, groups, or events will be flown on the flagpole reserved for the County flag. At no time will the National, Provincial or County flag be replaced by a special occasion flag.

The National Flag of Canada takes precedence over all other flags when flown in Canada. No other flag should be flown at a higher height than the National Flag and when flown with other flags, it should be raised first and lowered last unless all are being raised and lowered simultaneously.

The Big Lakes County flag takes precedence over all community and/or ethnic flags.

When two flags or more than three nation's flags are flown, use separate staffs of the same height. In procession, carry the National Flag on the Marching right. When several other flags are carried abreast, carry the National Flag in front of the centre of the line.

When suspended vertically in the middle of a street, the upper part of the flag should face north in an east-west street and face east in a north-south street.

When sharing the same base in an arrangement of 3 flags, the National Flag should be placed left of centre, or highest point. In a 2 base arrangement, the National Flag should be placed left of centre.

There are 3 flags displayed in the Council Chamber, to the left of the portrait of the Queen (from left to right) Alberta, Canada and Big Lakes County.



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Flags should always be shown, represented or used in a dignified manner. They should not be used as a table or seat cover, to mask boxes or other items or to cover a statue, monument or plaque for an unveiling ceremony. When used on the occasion of unveiling a monument, table, picture etc., the flag should be properly draped and prevented from falling to the ground or floor.

When used to cover a casket at funerals, the canton should be draped over the upper left corner of the casket. The flag should be removed before the casket is lowered.

2. FLAGS FLOWN AT HALF-MAST FOR MOURNING:

To half-mast the flag as a sign of mourning, the flag is brought to the half-mast position by first raising it to the top of the mast and then immediately lowering it slowly to the half-mast position.

The Canadian Flag, Provincial Flag and County Flag in front of the Big Lakes County Municipal administration office shall be lowered to half-mast one business day before the funeral. The flags shall be raised to full-mast on the next business day after the funeral.

Flags will be flown at half-mast on the occasion of death of:

- The Sovereign and the Sovereign's family;
- The Governor General (past and present);
- The Prime Minister (past and present);
- Chief Justice of Canada and Members of the Canadian Ministry (current)
- Lieutenant Governors (current);
- Privy Councillors or Senators (current);
- Members of the House of Commons (current)
- The Premier of Alberta (past or present);
- A Member of the Legislative Assembly or a Member of Parliament representing Big Lakes County; (current)
- The CAO (current);
- The Reeve or Member of Council (past or present);
- A County employee (current);
- A County volunteer firefighter (past or present);
- An RCMP Officer serving within the County; or
- Volunteer when death occurs in the line of duty in serving the County.



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The CAO shall have at their discretion the authority to lower the flags to half-mast for other circumstances of such a nature or magnitude that would deem it appropriate in which this Policy does not address.

When the memorial service is delayed due to family members having to travel long distances to attend the memorial service or the illness of a surviving spouse, the County flag will be flown at half- mast for a period of three days commencing on the day of notification and being raised to full mast at 1630 hours on the third day.

3. DATES WHEN FLAGS ARE FLOWN AT HALF-MAST:

The Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.

- a. April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day), sunrise to sunset;
- b. June 23rd National Day of Remembrance for Victims of Terrorism;
- c. Last Sunday in September, Police and Peace Officers' National Memorial Day, sunrise to sunset, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescriber order of service, until sunset;
- d. November 11, Remembrance Day, unless Half-Masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-Masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;
- e. December 6, National Day of Remembrance and Action on Violence Against Women, sunrise to sunset;
- f. To commemorate the death of a member of the Canadian Forces (Albertan). In a show of respect for members of Canadian Forces born or stationed in Alberta, on the day(s) of the funeral(s)



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4. DISPOSAL OF FLAGS:

Flags shall be inspected and changed as required semi-annually in conjunction with the Provincial time change dates. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

Reeve

Chief Administrative Officer

Date of Final Signature