

	<b>Flag Policy</b>
	<b>Council Approved</b>
	<b>Administration (AD) #1202</b>
	<b>Approved</b> March 5, 2002
	<b>Next Review Date</b> June 26, 2021

## 1.0 POLICY STATEMENT

- 1.1 This policy outlines the flying and Half-Masting of Flags on Flagpoles. Flags are to be treated as important symbols; the act of Half-Masting is a dramatic visual statement that speaks to the sense of shared loss and sorrow.

## 2.0 PURPOSE

- 2.1 To establish protocol for the flying and Half-Masting of Flags on Town Property to ensure consistency and respect.

## 3.0 SCOPE

- 3.1 This policy applies to all Flags that are flown on Flagpoles as defined in section 9.2 and 9.5.

## 4.0 RESPONSIBILITIES

- 4.1 If there are two Flags flown, the National Flag of Canada must be to the left, with the second-ranking Flag on the right (to the observer facing the display).
- 4.2 If there are three Flags flown, the National Flag of Canada must be at the centre, with the second-ranking Flag left of centre and the other Flag on the right (to the observer facing the display).
- 4.3 If there are more than three Flags flown, the National Flag of Canada must be to the left of all other Flags (to the observer facing the display).
- 4.4 All Flags must be flown on their own mast.
- 4.5 Flagpoles are designated to fly The National Flag of Canada, the Flag of the Province of Alberta, and the Flag of the Town of Hinton; as such, the flags of service clubs or special interest groups must not be flown on Flagpoles.

- 4.6 Flags must be in excellent condition, and must be free of holes, tears, frayed edges, and fading.
- 4.7 Flags must always be flown at either Half-Mast or Full-Mast.
- 4.8 Flags must be flown at Full-Mast on Victoria Day and Canada Day, unless the Flag is at Half-Mast for the death of the Sovereign, the Prime Minister, or the Governor General.

## **5.0 HALF-MASTING PROTOCOL**

- 5.1 On occasions requiring one Flag to be flown at Half-Mast, all Flags flown together in the same display must also be flown at Half-Mast.
- 5.2 Occurrences of Half-Masting must be recorded on the Town of Hinton website.
- 5.3 Should any event requiring the Flags to be Half-Masted or raised fall on a holiday or weekend, the Flags may be lowered or raised on the working day before or following the holiday or weekend.
- 5.4 Flags must be Half-Masted as soon as possible upon notification of the death until sunset on the day of the funeral or memorial service for the following figures:
  - 5.4.1 The Sovereign, the Sovereign's spouse, the Heir to the Throne, or the Heir to the Heir of the Throne;
  - 5.4.2 Current or former Prime Minister;
  - 5.4.3 Current or former Governor General;
  - 5.4.4 Current Chief Justice of Canada and current Member of the Canadian Ministry;
  - 5.4.5 Current Lieutenant Governor;
  - 5.4.6 Current local Member of the Federal or Provincial Parliaments;
  - 5.4.7 Current or former Premier of Alberta;
  - 5.4.8 Current or former Member of Hinton's Town Council;
  - 5.4.9 Current or former Member of Yellowhead County's Council, Division #8;
  - 5.4.10 Current or former resident of Hinton or Yellowhead County who is a member of the Armed Forces of Canada and is killed in the line of duty;
  - 5.4.11 Current employee of the Town of Hinton; and
- 5.5 Notwithstanding section 5.4, when a funeral or memorial service will not be scheduled within two weeks of the notification of death, Flags may be lowered to Half-Mast for a period of at least 72 hours and then again on the date of the funeral or memorial service from sunrise to sunset.

5.6 Flags must be flown at Half-Mast from sunrise to sunset to commemorate the following occasions:

5.6.1 Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day) (April 28)

5.6.2 National Day of Remembrance for Victims of Terrorism (June 23)

5.6.3 Firefighters' National Memorial Day (second Sunday in September)

5.6.4 Police and Peace Officers' National Memorial Day (last Sunday in September)

5.6.5 Remembrance Day (November 11)

5.6.6 National Day of Remembrance and Action on Violence Against Women (December 6)

5.7 Requests for the Half-Masting of Flags must be directed to the Chief Administrative Officer.

5.8 In Exceptional Circumstances, if approved by the Mayor (or in the Mayor's absence, the Deputy Mayor), in consultation with the Chief Administrative Officer, Flags may be lowered to Half-Mast for a duration deemed appropriate by the approver.

## **6.0 EMERGENCY SERVICES BUILDING FLAGPOLES**

6.1 The Flags located at the Emergency Services Building (184 Eaton Road) may also be lowered in the case of line of duty deaths of Fire/EMS/Police/Peace Officers within Canada.

## **7.0 POLICY EXCEPTIONS**

7.1 The RCMP manage the Flags at the Protective Services Building (111 Civic Centre Road) in accordance with their respective regulations. As such, Policy 1202 does not apply to the Flags at that property.

## **8.0 RELATED MATTERS & REFERENCES**

8.1 All procedures not provided for in this policy must be decided in accordance with the following:

8.1.1 Government of Canada Rules for Flying the National Flag of Canada;

8.1.2 Government of Canada Rules for Half-Masting the National Flag of Canada;

8.1.3 Department of Canadian Heritage National Flag of Canada Guidelines; and

8.1.4 Government of Alberta Protocol Office Flag Etiquette Guidelines.

## 9.0 DEFINITIONS

- 9.1 **Exceptional Circumstances:** A tragic or catastrophic event or death that is not covered in this policy that significantly impacts the overall community.
- 9.2 **Flags:** The National Flag of Canada, the Flag of the Province of Alberta, and the Flag of the Town of Hinton.
- 9.3 **Full-Mast:** the Flag should be positioned at the top of the mast.
- 9.4 **Half-Mast:** the position of the Flag when flying Half-Mast depends on its size, the length of the mast, and its location. As a general rule, the centre of the Flag must be exactly halfway down the mast.
- 9.5 **Flagpole:** outdoor municipal flagpoles on Town Property; they are reserved for the National Flag of Canada, the Flag of the Province of Alberta, and the Flag of the Town of Hinton.
- 9.6 **Town Property:** Any building or lands owned by the Town of Hinton that have Flagpoles, including, but not limited to:
- 9.6.1 Government Centre (131 Civic Centre Road);
  - 9.6.2 Woodlawn Cemetery (189 Robb Road)
  - 9.6.3 Centennial Building (Chamber of Commerce) (309 Gregg Avenue);
  - 9.6.4 Jesse Turgeon Park (821 Switzer Drive); and
  - 9.6.5 Emergency Services Building (184 Eaton Road).

## 10.0 REVISION CONTROL

- 10.1 Upon Council approval, all former versions of this policy are hereby rescinded.

Date	Revision
September 21, 2015	Added clarification