



**Policy Name**

Flag Protocol

**Policy Number**

ADM - 20

**Policy Statement**

To establish the process for ensuring proper protocol for Canadian, Provincial, County and other flags is followed by Brazeau 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 cities are symbols of honour 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 Brazeau 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 Brazeau County flag are symbols of honour and pride for our citizens and should be treated with respect.

**Definitions**

- a) "Council" shall mean the Municipal Council of Brazeau County.
- b) "CAO" shall mean the Chief Administrative Officer of Brazeau County.
- c) "County" shall mean the municipal corporation of Brazeau 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 Community Services 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) Community Services:
  - a) Community Services will act as a resource on the subject of flag etiquette.
  - b) Community Services consults with the Government of Canada Canadian Heritage and Government of Alberta Protocol Office in situations requiring flags and protocol.
  - c) Community Services will confer with the CAO in situations where further discussion or decisions must be made regarding displaying or raising flags.

### **Displaying Flags**

Flags must be in excellent condition (no holes, tears or frayed edges) and a fringe on a flag is not permitted.

There are (three) 3 flag poles in the front of Brazeau County Administration Building.

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

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.

It is not contrary to etiquette to have flags flying at night.

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.

When two flags or more than three nations 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 on the north end of the Council Chamber, to the left of the portrait of the Queen (from left to right) Alberta, Canada and Brazeau County.

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. The flag should be 4.5 feet X 9 feet (1.4m X 2.8m).

Municipal, Provincial, Canadian and special occasion flags are flown or displayed at many municipally-owned buildings. Care should be taken when a group of flags are flown or displayed together that the proper etiquette is followed.

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### **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 properties/facilities shall be lowered to half-mast from the time of notification of death until after the funeral.

The flags can be raised to fullmast at 1800 hours on the day of the funeral.

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);
- Lieutenant Governors (current);
- The Premier of Alberta (past or present);
- A Member of the Legislative Assembly with significance to Brazeau County and area;
- The Reeve or Member of Council (past or present);
- A County employee (current);
- A County volunteer firefighter (current);
- An RCMP Officer serving within the County; or
- Volunteer when death occurs in the line of duty in serving the County;

the flags will be flown at half-mast.

The Reeve or 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 may be raised to full mast at 1800 hours on the third day.

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

The flags will be flown at half-mast on November 11, Remembrance Day, unless half-masting occurs at the National War Memorial or a place where remembrance is being overserved, then half-masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset.

### **Special Occasion Flags**

Brazeau County may fly special occasion flags to celebrate a particular date or event of significance to the County. Council will decide which flags will be flown for special occasions by motion. The County may fly flags of community groups, charitable or non-profit organizations upon approval by Council by motion. These flags are flown below the County flag. Ethnic or community groups or organizations must request in writing to Community Services for authorization to fly a flag at the Administration Building and specify a date and time they are requesting to:

**Brazeau County**  
Box 77 – 7401 Twp Rd 494  
Drayton Valley, AB, T7A 1R1  
**Attention: Community Services**  
Phone: 780-542-7777 Fax: 780-542-7770

If the request meets the guidelines Brazeau County Flag Policy and is approved by Council by motion, Community Services shall proceed with the implementation of the flag raising.

Community Services will contact the requesting group to confirm timelines for flag delivery, time, date and other support required.

Community Services will determine the appropriate flag pole to be used and the support required.

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### **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 an appropriate way privately.

### **Etiquette Procedures**

- 1) Flags on the three flagpoles at the County are raised and lowered by designated staff.
- 2) 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.

### **Other Legal References**

- 1) Government of Canada Canadian Heritage
- 2) Government of Alberta Protocol Office

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