

<b>Approval Date:</b> April 8, 2019	<b>Policy Number:</b> P-12-23-D
<b>Motion:</b> 19-04-113	
<b>Supersedes:</b> P-12-23-C	
<b>Title:</b> Flag Protocol Policy	

**Purpose**

1. To provide a policy governing the flags located at Town facilities.

**Policy**

2. Flags are very visible symbols which are flown at multiple locations throughout the town. This policy will ensure a uniform and harmonized protocol for the raising, displaying and half-masting of flags at all properties and facilities owned and operated by the Town of Peace River and at events conducted by the Town.

Protocol

3. Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage.

General

4. All flags are to be flown on separate poles.
5. All flags are to be flown at the same height.
6. All flags flown in a group are to be the same size
7. Flags are to be flown at full mast at night except during periods when the flags are being flown at half-mast.
8. When displayed indoors without a flagpole, flags will be hung vertically or horizontally.
9. Where an official representative of a country recognized by Canada is visiting the Town of Peace River on an official visit, that country's flag may be flown on the community flag pole in the centre of the roundabout (96 Ave and 100 St).
10. All flags are to be flown or displayed properly and treated with dignity and respect.
11. Flags will be destroyed and disposed of in a dignified manner and replaced as soon as they show signs of wear.

**12. Single Flag Poles:**

- 12.1. If only a single flag pole is present at a property or facility, excluding the Town of Peace River Fire Halls and the community flag pole in the centre of the roundabout during special requests and official visits, the Canadian Flag will be flown.

**13. Two Flag Poles:**

- 13.1. If two flag poles are present at a property or facility, the Canadian Flag and Alberta Flag will be flown.
- 13.2. The Canadian Flag will take the place of honour, which is to the left of the observer and the Alberta Flag to the right.

**14. Three Flag Poles:**

- 14.1. If three flag poles are present at a property or facility, the Canadian Flag, Alberta Flag and Town Flag will be flown.
- 14.2. The Canadian Flag will take the place of honour, which is in the centre, the Alberta Flag will be to the left of the observer and the Town Flag to the right.

**15. Five Flag Poles**

- 15.1. If five flag poles are present at a property or facility, the Canadian Flag, Alberta Flag, Town Flag, Treaty 8 Flag and the Métis Flag will be flown.
- 15.2. Order of Precedence will be the protocol observed for the flag positions. Starting left and moving right; the Canadian Flag, Alberta Flag, Town Flag, Treaty 8 First Nations Flag and the Métis Nation Flag.

**Half-Masting**

16. Flags are to be flown at the half-mast position to represent a period of official mourning or commemoration.

17. Flags shall be half-masted upon the death of:

- 17.1. The Sovereign;
- 17.2. Member of the immediate Royal Family;
- 17.3. Current or former Governor General of Canada;
- 17.4. Current or former Prime Minister of Canada;
- 17.5. Current or former Lieutenant Governor of Alberta;
- 17.6. Current or former Premier of Alberta;
- 17.7. Current or former Member of Parliament representing the Town of Peace River;
- 17.8. Current or former Member of the Legislative Assembly representing the Town of Peace River;
- 17.9. Current or former Mayor of the Town of Peace River;
- 17.10. Current Councilor of the Town of Peace River;
- 17.11. Current employee of the Town of Peace River; or
- 17.12. In the event of a Line of Duty Death (LODD) of a current RCMP member, Sherriff or AHSEMS member stationed in the Town of Peace River.

18. On the following Special Days:

- 18.1. April 9, National Day of Remembrance of the Battle of Vimy Ridge;
- 18.2. April 28, National Day of Mourning for Persons Killed or Injured in the Workplace;
- 18.3. June 23, National Day of Remembrance for Victims of Terrorism;
- 18.4. Second Sunday in September for Firefighters' National Memorial Day;
- 18.5. Last Sunday in September, Police and Peace Officers National Memorial Day;
- 18.6. November 11th, Remembrance Day; and
- 18.7. December 6th, National Day of Remembrance and Action on Violence Against Women.

19. In the following Exceptional Circumstances:

- 19.1. In exceptional circumstances, and at the discretion of the CAO and Mayor of the Town of Peace River, the flags at all Town facilities or the flags at a designated facility or location may be flown at half-mast to mark an event which is not provided for in this policy.

20. Half-Masting protocol

- 20.1. To honour the deceased, flags will be flown at half-mast from 08:00 or from the time of receipt of the death notification until 17:00 on the day of the memorial service.
- 20.2. Flags will be lowered at all properties and facilities owned and operated by the Town of Peace River where it is possible to do so.
- 20.3. When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised or lowered in accordance to rank, with the Canadian Flag first, followed by the Alberta Flag, followed by the Town Flag.
- 20.4. 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 exactly half-way down the mast.
- 20.5. The terms half-mast and half-staff are interchangeable terms, however the correct term in Canada is always half-mast.

Town Flag

- 21. The Town of Peace River Flag will be flown at all properties and facilities owned and operated by the Town of Peace River where there are sufficient flag poles to do so.
- 22. The Town Flag may be displayed indoors, in the council chambers and at functions where such flags are required.
- 23. The Town Flag will not be used for commercial purposes by any organization.
- 24. The Town of Peace River reserves the right to refuse, deny or restrict the use of the Town Flag with respect to where or how it will be flown or displayed.

Fire Department Flags

- 25. Approved fire department flags are to be flown at all Town of Peace River fire halls.

26. Fire department flags are to be approved by the CAO and the Fire Chief.
27. The status of the fire department flags will reflect the status of the remainder of the Town flags.
28. Additional Half-Masting of Fire Department Flags:
  - 28.1.1. Fire department flags will also be half-masted to recognize a Line of Duty Death (LODD) of a Canadian firefighter.
  - 28.1.2. Fire department flags will be lowered during 911 ceremonies on September 11th of each year and for Firefighter Memorial Day

#### Special Requests

29. Organizations and groups can apply to fly their flag on the community flag pole in the centre of the roundabout (96 Ave and 100 St).
30. Flags shall be flown at times to be determined with the organization or group and may be flown for a period up to, but not exceeding, one week. Extensions to this may be granted by the CAO and Mayor of the Town of Peace River in exceptional circumstances in accordance with Section 19.1.
31. If the organization or group wishes to incorporate a ceremony with the raising of their flag, the flag raising should be coordinated with their ceremony where possible.
32. Flags of nations or organizations which may be considered controversial, contentious or divisive shall not be flown at Town facilities or properties (the Government of Alberta Protocol Office is consulted in these instances).
33. The organization or group shall provide the flag.
34. Flags must be in excellent condition (no tears or holes and not frayed).
35. Organizations and groups must submit a written application to the Town, on the appropriate form, at least 2 weeks prior to the date they wish to fly their flag.
36. The Town of Peace River will not fly the flag of an organization or group whose undertakings or philosophy are contrary to the Town's policies or bylaws, or who espouse racism, violence or hatred.
37. Flags flown on the community flag pole shall be subject to the half-masting requirements of this policy.
38. Approval (or denial) of special request applications rests with the Mayor and CAO.

#### National Flags

39. Upon request and after approval, the Town of Peace River will fly the flag of a nation on its national day.

40. The Town will only fly flags of nations recognized by the Federal Department of Foreign Affairs and International Trade Canada.

41. The Town reserves the right to decide whether or not to fly the flag of a recognized nation when there is political unrest or conflict in that country. In these instances, the Town will consult with the Government of Alberta Protocol Office and the Department of Foreign Affairs; and will base its decision on their recommendations.

Flags of Organizations

42. Upon request and after approval, the Town of Peace River will fly the flag of community groups, and charitable or non-profit organizations.

Notifications

43. Mayor and Council, Town administration and the public should be notified of the reasons of any change of status of the flags.

44. Communication Coordinator's Responsibilities:

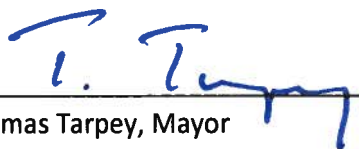
44.1. Upon a change in status of the flags the Communication Coordinator will:

44.1.1. Notify the Mayor and Council, the CAO and all Town staff of the status change and the reason for the change.

44.1.2. Create and distribute a Press Release to notify the public of the status change and the reason for the change.

**Schedules**



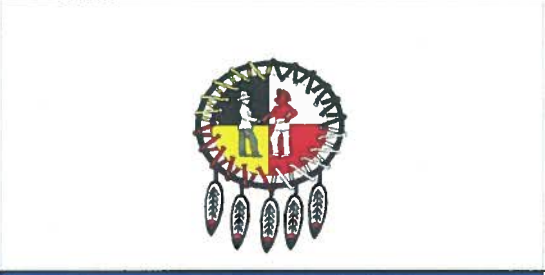


Schedules "A" is attached and forms part of this policy.

  
Thomas Tarpey, Mayor

  
Christopher J. Parker, CAO

**Schedule A**

**Recognized Flags used by the Town of Peace River**

	National flag of Canada
	Provincial flag of Alberta
	Official flag of the Town of Peace River
	Treaty 8 First Nations flag
	Métis Nation flag
	Flag of the Town of Peace River and County of Northern Lights Regional Fire Service