

	<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	Clarification and updates.
June 12, 2018	Clarification and updates.



<b>Flag Policy Standard Practice and Procedures (SPP)</b>	<b>CAO Approved</b>
<b>Administration (AD) #1202</b>	<b>Approved</b> March 5, 2002
<b>Revised</b> June XX, 2018	<b>Next Review Date</b> June 26, 2021

## 1.0 RELATED POLICY

- 1.1 This document outlines the standard practice and procedures for Flag Policy AD-1200 (herein referred to as “the Policy”).
- 1.2 The Policy referred to in section 1.2 contains all related definitions.

## 2.0 PARTIES INVOLVED

- 2.1 The following Town of Hinton staff members and Members of Council have duties as outlined in this Procedure:
  - 2.1.1 The Mayor (or, in the Mayor’s absence, the Deputy Mayor);
  - 2.1.2 The Chief Administrative Officer (CAO) (or delegate);
  - 2.1.3 The Arena and Parks Supervisor (or delegate);
  - 2.1.4 The Communications Coordinator (or delegate); and
  - 2.1.5 Parks Staff Members.

## 3.0 FLAG MAINTENANCE

- 3.1 Flags must be replaced every six months to ensure that they remain in excellent condition.
- 3.2 In the case of damage to any Flag, including but not limited to holes, tears, frayed edges, or fading, replacement must occur as soon as possible.
- 3.3 In the process of maintaining Flags, each Flag is to be carried and treated with respect as an important symbol.
- 3.4 Flags must not touch the ground.

#### **4.0 HALF-MASTING THE FLAG**

- 4.1 Those responsible for Half-Masting the Flags must remain silent, remove hats, and if in uniform, must salute.
- 4.2 When hoisted to or lowered from Half-Mast position, a Flag should be first raised to the masthead.
- 4.3 Parks staff members are responsible for the raising and lowering of Flags on all Flagpoles.
- 4.4 The only exception to the provisions in section 3.3 is in the case wherein only the Flags at the Emergency Services Building are lowered. In this case, the Flags may be lowered by staff at the Emergency Services Building.

#### **4.5 Half-Masting the Flag for Deaths**

- 4.5.1 As per section 5.4 of the Policy, the Flags must be lowered to Half-Mast in the case of the death of an important figure.
- 4.5.2 The CAO must inform the Arena and Parks Supervisor when the Flags need to be lowered to Half-Mast in the case of a death, and the duration for which the Flags must be lowered.
- 4.5.3 As per section 5.4 and 5.5 of the Policy, Arena and Parks Supervisor must direct Parks Staff Members to Half-Mast the Flags for the appropriate amount of time.

#### **4.6 Half-Masting the Flags to Commemorate Occasions**

- 4.6.1 As per section 5.6 of Policy, the Flags are to be lowered to Half-Mast annually for important occasions.
- 4.6.2 As the occasions are scheduled, the Arena and Parks Supervisor does not need direction to Half-Mast the Flags for these occasions.
- 4.6.3 The Arena and Parks Supervisor must direct Parks Staff Members to Half-Mast the Flags for the appropriate amount of time as outlined in section 5.6 of the Policy.

#### **4.7 Half-Masting the Flags in Exceptional Circumstances**

- 4.7.1 As per section 5.8 of the Policy, the Mayor (or in the Mayor's absence, the Deputy Mayor), in consultation with the CAO, may direct the Flags to be lowered to Half-Mast.
- 4.7.2 Exceptional circumstances are defined in section 9.1 of the Policy.

- 4.7.3 The Mayor (or Deputy Mayor) must consult with and provide written direction to the CAO, indicating when the Flags should be lowered to Half-Mast, and the duration for Half-Masting.
- 4.7.4 In the case of Exceptional Circumstances, the CAO must inform the Arena and Parks Supervisor when the Flags need to be lowered to Half-Mast and must indicate the duration for which the Flags are to be lowered.
- 4.7.5 The Arena and Parks Supervisor must direct Parks Staff Members to Half-Mast the Flags for the duration as directed.

#### 4.8 **Communication**

- 4.8.1 When the Flags are lowered to Half-Mast for a death or an Exceptional Circumstance (as per section 4.5 and 4.7 of the SPP), the CAO must notify the Communications Coordinator.
- 4.8.2 When the Flags are lowered to Half-Mast to commemorate occasions (as per section 4.6 of the SPP), the Arena and Parks Supervisor must notify the Communications Coordinator.
- 4.8.3 Whenever possible, the Communications Coordinator must be notified before the Flags are Half-Masted. In all other cases, the Communications Coordinator must be notified as soon as possible after the Flags are Half-Masted.
- 4.8.4 Upon notification, the Communications Coordinator must publish a Newsflash with the details of the Half-Masting, which will be sent to all staff members (including Council) and posted to the website.