



TOWN POLICY

ADMINISTRATION POLICY:

Flag Policy

DEPARTMENT: General Administration

POLICY NUMBER: GN-015

APPROVAL: 
APPROVED BY CAO
Jeff Shaw

EFFECTIVE DATE: January 14, 2014
SUPERSEDES: Policy #F-40
UP FOR REVIEW: September 25, 2022

The purpose of this policy is to:

Establish guidelines to properly display the Canadian National flag and to ensure the Town of Cardston's practice of lowering flags to half-mast is exercised in a consistent and appropriate manner.

The Town of Cardston intends on displaying the Canadian National flag in conjunction with the Provincial flag and the Town of Cardston flag, in various municipally owned locations throughout the community. The Town recognizes that the Canadian National flag must be displayed in a manner befitting the national emblem. The Town also recognizes that at times, the flag will be flown at half-mast position to commemorate a solemn occasion.

The following guidelines and procedures will be adhered to when displaying flags on municipally owned property:

- The Canadian National flag will be flown in conformity with rules adopted by the Government of Canada Department of Canadian Heritage.
(Refer to <http://www.pch.gc.ca/eng/1359048153800/1359048247377> for further details not included in this policy)
- When only two (2) flags are displayed, the Canadian National flag should be furthest to the left (to an observer facing the display).
- When only three (3) flags are displayed, the Canadian National flag should be at the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right. A common combination of flags is that of the National flag of Canada with a Provincial flag, and a Municipal flag. In such a case, the National flag should be in the centre with the Provincial flag to the left and the Municipal flag to the right (to an observer facing the display).
- The Canadian National flag should be raised first and lowered last.
- When a flag becomes tattered and is no longer in a suitable condition for use, it should be removed from the property destroyed in a dignified way.

Half-Mast

Flags are flown at the half-mast position as a sign of mourning and/or to commemorate a solemn





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occasion. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.

The following guidelines and procedures will be adhered to when lowering flags on municipally owned property to half-mast:

- The lowering of flags to half-mast is at the directive of:
 - The Prime Minister's Office acting through Canadian Heritage;
 - The Premier's Office;
 - The Mayor and Council of the Town of Cardston, or;
 - The Chief Administrative Officer (CAO) or designate for the Town of Cardston.
- Flags will be flown at half-mast on all Town of Cardston properties from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
 - The Sovereign;
 - Governor General of Canada;
 - Prime Minister of Canada;
 - Lieutenant Governor of Alberta;
 - Premier of Alberta;
 - A sitting MP representing the riding;
 - A sitting MLA representing the riding;
 - A sitting Member of Council;
 - A Town of Cardston employee who dies in the line of duty.
- November 11, *Remembrance Day*

On November 11, flags will be flown at half-mast from sunrise to sunset at all Town of Cardston properties. If the Town of Cardston facility is located by a cenotaph or place where a service is taking place, half-masting is to occur from 11:00 a.m. to sunset or at the time of the service until sunset.

Flags may be flown at half-mast for any other occasion that the Town of Cardston Council deems appropriate through resolution of Council.

This policy is subject to review to ensure that it remains in conformance with the rules and proper etiquette for displaying the Canadian National flag.

