



## Flag Protocol

<b>Procedure No.:</b> C-9	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Council	<b>Authority:</b> CAO
<b>Effective Date:</b> August 21, 2017	<b>Revision Date:</b> June 5, 2018, May 27, 2019, October 15, 2019, August 2020, November 5, 2020, March 27, 2023
<b>Review Date:</b> March 2026	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> C-9	
<b>Related Policy Name:</b> Flag Protocol	

### 1.0 PURPOSE

- 1.1 These procedures will provide operational guidance for achieving the goals of the Town of Taber Flag Protocol Policy.

### 2.0 OPERATING GUIDELINES

- 2.1. Definitions:
- 2.1.1. "Canadian 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.
- 2.1.2. "Half-mast" shall refer to the position of the flag while flying half-way down the mast of the flagpole.
- 2.1.3. "Provincial Flag" shall refer to the flag as adopted by the Legislative Assembly of Alberta on June 1, 1968.
- 2.1.4. "Town Flag" refers to the municipal flag of the Town of Taber which displays the trademarked logo.

### 3.0 SCOPE OF PROCEDURE

- 3.1. This procedure applies to all properties and facilities with a flagpole as owned by the Town of Taber, except for the Taber Police Service, whose own policy and procedure shall take precedence for their flagpoles.
- 3.2. Town Departments do not have approval to lower or fly flags unless directed to do so by the Chief Administrative Officer.



#### 4.0 GENERAL FLAG PROTOCOLS

- 4.1. The Canadian Flag shall not be removed or replaced with another flag on Town-owned flagpoles unless it is done by order of the Government of Canada, or removed for replacement or maintenance.
- 4.2. All flags flown on Town-owned facilities and flagpoles shall be shown the proper respect and dignity.
- 4.3. As per common flag etiquette, no flagpole shall fly two flags simultaneously, unless the following exceptions apply:
  - 4.3.1. If the Government of Canada releases a Federally-recognized flag that shall take precedence over other flags, such as flags designed for the anniversaries of Confederation, etc. Such flags may be flown below the Canadian Flag on the same flagpole;
  - 4.3.2. If Council approves a dignitary's flag be flown below one of the flags in front of the Administration Building;
  - 4.3.3. Cenotaph Park, which has a nautical flag pole and can fly up to four flags.
- 4.4. Flags that must be replaced due to wear shall be disposed of in a dignified manner.

#### 5.0 ADMINISTRATION BUILDING

- 5.1. At all times, the flags flown on the four flagpoles shall follow this pattern from South to North: the Canadian Flag, the Provincial Flag, the Municipal District of Taber Flag, and the Town of Taber Flag.
- 5.2. The four flags noted above shall be the sole flags flown at all times in front of the Administration Building, unless a dignitary flag is approved by Council, as noted in sections 3c and 7 of this Procedure.
- 5.3. Should an additional flagpole for dignitary flags be added in front of the Administration Building directly in line with the four original flag poles, the above pattern will be adjusted to meet the following pattern from South to North (unless otherwise deemed appropriate by Council):
  - 5.3.1. Canadian Flag, dignitary flag, Alberta Flag, Municipal District Flag, Town Flag.
- 5.4. If an additional flagpole is to be placed on the south side of the Administration Building but is not directly in line with the 4 current flag poles, the dignitary flag shall fly on its own with the pattern of the 4 current flagpoles to remain as detailed in 5.3.1.
- 5.5. All flags shall be of equal height to one another.



- 5.6. In consideration of the shared flagpole situation in front of the Administration Building, the Municipal District of Taber will be notified for approval before any action is taken on the flagpoles.

## **6.0 OTHER MUNICIPAL FACILITIES**

- 6.1. Town Facilities and Properties shall adhere to the following precedent with regards to number of flagpoles, except in circumstances noted elsewhere in this Procedure:
- 6.1.1. In the case of one flagpole, the Canadian Flag shall take precedence;
- 6.1.2. Where there are two flagpoles, the Canadian Flag and Provincial Flag shall take precedence;
- 6.1.3. In the case of three flagpoles on town-owned properties, the Canadian Flag, Provincial Flag, and Town of Taber flag shall take precedence.
- 6.2. Where there are shared government facilities, arrangement of the flags shall be done through the terms agreed by both government bodies.

## **7.0 HALF-MASTING**

- 7.1. Flags will be flown at half-mast at all Town facilities to mark periods of official mourning upon the death of:
- 7.1.1. The Sovereign;
- 7.1.2. A Member of the Royal Family;
- 7.1.3. The Governor General of Canada, or a former Governor General;
- 7.1.4. The Prime Minister of Canada, or a former Prime Minister;
- 7.1.5. The Leader of Her Majesty's Loyal Opposition, Parliament of Canada;
- 7.1.6. The Lieutenant Governor of Alberta or former Lieutenant Governor;
- 7.1.7. The Premier of Alberta or former Premier of Alberta;
- 7.1.8. The Leader of the Opposition, Legislative Assembly of Alberta;
- 7.1.9. A local Member of Parliament, or a local Member of the Legislative Assembly of Alberta;
- 7.1.10. The Mayor or former Mayor of the Town of Taber;
- 7.1.11. A current Councillor of the Town of Taber;
- 7.1.12. A Reeve or former Reeve of the Municipal District of Taber (in consideration of our shared municipal building);



- 7.1.13. A current Councillor of the Municipal District of Taber (in consideration of our shared municipal building);
  - 7.1.14. A former Councillor of the Town of Taber who served for more than 10 years;
  - 7.1.15. A Taber Police Service Member who dies in the line of duty;
  - 7.1.16. A Taber Fire Department Member who dies in the line of duty;
  - 7.1.17. A resident of the Town of Taber, who is a member of the Canadian Armed Forces, killed while deployed on operations;
  - 7.1.18. Other dignitaries or persons as deemed appropriate by the Government of Canada, Province of Alberta, or Town of Taber.
- 7.2. For the death of officials, flags shall be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for the individual, unless otherwise established by the appropriate federal or provincial authorities.
- 7.3. Flags may be flown at half-mast to mark occurrences that meet the following criteria:
- 7.3.1. A national period of mourning as observed by the Government of Canada;
  - 7.3.2. A provincial period of mourning as observed by the Province of Alberta;
  - 7.3.3. A municipal period of mourning as enacted by Council of the Town of Taber;
  - 7.3.4. Other periods of mourning as declared by the Government of Canada, Province of Alberta, or Town of Taber;
  - 7.3.5. Events that spur the Government of Canada to lower the National Flag of Canada.
  - 7.3.6. Events that spur the Government of Alberta to lower the Provincial Flag.
- 7.4. In the case of national or provincial causes for the half-masting of flags, the duration shall be established by the appropriate federal or provincial protocol offices.
- 7.5. In the case of municipal causes for half-masting, the duration shall be established by the Town of Taber.
- 7.6. Flags will be flown at half-mast annually to commemorate the following national solemn occasions:
- 7.6.1. Vimy Ridge Day (April 9);
  - 7.6.2. Day of Mourning for Persons Killed or Injured in the Workplace (April 28);



- 7.6.3. National Day of Remembrance for Victims of Terrorism (June 23);
  - 7.6.4. Firefighters' National Memorial Day (Second Sunday in September);
  - 7.6.5. Police and Peace Officers' National Memorial Day (Last Sunday in September);
  - 7.6.6. National Day for Truth and Reconciliation (September 30);
  - 7.6.7. Remembrance Day (November 11);
  - 7.6.8. National Day of Remembrance and Action on Violence Against Women (December 6).
- 7.7. Cenotaph Location:
- 7.7.1. The Royal Canadian Legion and/or the Southern Alberta Society of Veterans in United Nations Peacekeeping (SASVUNP), is authorized to half-mast the Canadian Flag at the Cenotaph location when a Veteran passes away; and,
  - 7.7.2. The half-masting shall take place for the time period of the notification of death until the burial of the Veteran.
  - 7.7.3. The organizations outlined in the corresponding Policy are authorized to half-mast the flag at the Cenotaph after providing written notice of the date and time of half-masting to the Town's Administrative Services Department.
  - 7.7.4. The organizations outlined in the corresponding Policy are authorized to replace the Provincial Flag and Town Flag on the yard arms of the Cenotaph with ceremonial flags, after providing written notice of the dates and time of the flag change to the Town's Administrative Services Department for approval.
- 7.8. Other annual solemn occasions which may be approved by the Chief Administrative Officer or Council of the Town of Taber.
- 7.9. The Recreation Department or designate shall be responsible for forwarding the notification about half-masting at the Cenotaph when a Special Event Application has been submitted. The Recreation Department or designate is required to notify both the Administrative Services Manager and Communications immediately after the Chief Administrative Officer has approved the event application so Council and the public can be informed as needed.
- 7.10. Notification to the public regarding the half-masting of flags shall occur on the Town website or social media wherever possible.



**8.0 DIGNITARIES**

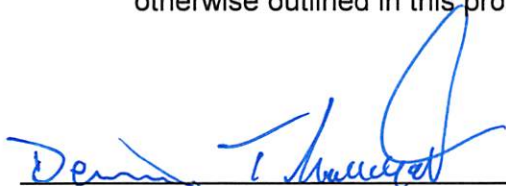
- 8.1. Should a dignitary visit the Town of Taber, the Town may fly a flag to honour that dignitary on any Town-owned flagpoles that are deemed appropriate by Council or noted elsewhere in this Procedure.
- 8.2. Special dignitary flags shall be flown in accordance with the proper protocol office responsible for the dignitary's visit.
- 8.3. Flags representing the dignitary can include (but is not limited to) the flag of the dignitary's country, a flag bearing the coat of arms of the dignitary, or any other recognized flag as provided by the proper protocol officer.
- 8.4. The flag shall be flown for the duration of the dignitary's visit, or for a length as determined appropriate by the Town of Taber.

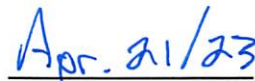
**9.0 USE OF THE TOWN OF TABER FLAG**

- 9.1. The Town of Taber Flag may be displayed indoors, in Council Chambers, the Mayor's Office, or any place else where such flags may be required or deemed appropriate by Council or the Chief Administrative Officer.
- 9.2. Town Flags shall be provided to all Municipal properties under lease as requested by the lessee, and Provincially or Federally owned properties as requested.
- 9.3. The Town of Taber may provide the Town Flag to other properties to fly upon request and with approval of the Chief Administrative Officer.
- 9.4. The Town Flag may be used at Town-organized events, or other events deemed appropriate by Administration or a resolution of Council.

**10.0 INELIGIBLE FLAGS AND REQUESTS**

- 10.1. Requests for any other flags to fly on Town-owned flagpoles or properties not otherwise outlined in this procedure will not be considered by Council.

  
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CHIEF ADMINISTRATIVE OFFICER

  
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DATE

