

# TOWN OF STONY PLAIN

## POLICIES MANUAL

### Flag Flying Protocol

Date Approved: Oct 10, 2006  
Resolution No: 306/10/06/SP

Department: Finance and Admin  
Division: Administration

#### Purpose

The Town of Stony Plain acknowledges the importance of establishing proper, precise and consistent procedures to be put in place when flying flags in accordance with the General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (1966) updated June 2, 2003 (the Rules).

The act of half-masting (lowering of the flag) shows a visible statement that is shared by the community as a whole as a sign of mourning. The Town of Stony Plain will fly the flags at full-mast until directed to make any change based on policy and procedure.

#### Procedures

##### 1. Full-Mast:

- (a) The subject flag should be at the top of the flag pole with the top left corner placed in the position nearest the top of the flagpole. It should be the only flag on the pole. In cases when more than one flag is to be represented, the flag should be flown in order of precedence:

- 1) National Flag of Canada
- 2) Flags of Other Sovereign Nations in Alphabetical Order
- 3) Flags of the Provinces of Canada (in order of Confederation)
- 4) Flags of the Territories (in order of confederation).
- 5) Flags of Municipalities/Cities
- 6) Banners of Organizations

- (b) Should there be an instance where the flag is at half-mast in accordance with the Rules, it must be flown at full-mast on Victoria Day and Canada Day.

##### 2. Position of Honor:

- (a) When two flags (or more than three) are flown together, the position of honor is furthest to the left of the viewers. When three flags are flown together, the position of honor is in the center.
- (b) Additional flag protocol may be referenced in the Rules.



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## 3. Half-Masting:

The procedure for half-masting is to first raise the flag to the top of the mast, and then immediately lower it to the half-mast position. It is satisfactory to place the center of the flag exactly half way down the shaft. Only flags on poles fitted with halyards (flag rope) and pulleys will be half-masted.

## 4. Mandatory Half-Masting:

(a) Direction via e-mail will be received from the Department of Canadian Heritage to the Town Manager. On the death of those listed below, it is mandatory to fly the flag at half-mast:

- The Sovereign, the Sovereign's family (Spouse, Heir to the Throne, or the Heir to the Heir to the Throne)
- The Governor General
- The Prime Minister
- Former Governor General
- Former Prime Minister
- Current Chief Justice
- Current Member of the Canadian Ministry
- Current Lieutenant Governor
- Privy Councilor and Senator, who is not a current member of the Canadian Ministry in his/her place of residence
- Current member of the House of Commons in his/her riding
- Accredited Heads of Mission to Canada while in Canada

(b) Half-masting will occur from sunset on the day prior to sunrise on the day after November 11<sup>th</sup> (Remembrance Day).

## 5. Discretionary Half-Masting:

(a) Discretionary half-masting can be approved by the Town Manager or Council for the following:

- On the death of a current or former member of the Municipal Council of the Town of Stony Plain
- On the death of a Municipal Employee of the Town of Stony Plain. For the purpose of this policy, Municipal Employee may include a member of the Stony Plain Detachment of the Royal Canadian Mounted Police.
- On the death of a person(s) being given special honors by the Town Council.

(b) Half-masting initiated by a Province - Upon notification to the Town Manager, information dictating the reason, geographical extent and duration will be identified. It may be a discretionary decision of the Town Manager to decide if the dignitary identified is from the local area and if the half-mast procedure will/will not be appropriate for our municipality.

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- (c) Royal Canadian Mounted Police may lower their flag at the local detachment in accordance with the RCMP Administrative Manual Flag and Ceremonial etiquette.
  - (d) Fire Services may lower a flag at the Fire Hall upon the death of a 'while on duty' Firefighter in any jurisdiction. Notification from the Fire Hall to the Town staff and Council as to the reason for the half-mast is required so that they can answer questions from the community.
6. Special Notes:
- (a) Any flag that is deemed damaged should be replaced with a new flag. Damaged flags are to be destroyed via fire in a dignified manner.
  - (b) Bylaw Enforcement personnel will be considered to be the caretaker(s) of the flags and will be responsible for lowering, raising and disposing of flags within the Town entity.

*Legislative Reference: General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (1966), updated June 2, 2003; RCMP Administrative Manual Flag and Ceremonial Etiquette; Alberta Protocol Office (links to Canadian Heritage Flag Etiquette)*