

# Council Policy

Policy Name: Flag Protocol  
Department Name: Communications  
Policy No.: PRL-050  
Effective Date: March 17, 1987

Review Date:

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## **STATEMENT:**

The City will follow protocol when displaying or flying flags.

## **PURPOSE AND OBJECTIVE:**

The objective of this policy is to ensure that flags displayed or flown under the jurisdiction of the City of Fort McMurray will conform to accepted protocol.

## **PROCEDURES:**

### **1. Definitions**

- 1.1. Flag – A symbol of national or corporate identity designed to be displayed or flown from a pole or similar device or draped appropriately.
- 1.2. Prominent Citizen – A person who by deed, act or longevity of life, has become distinguished within the community.
- 1.3. Protocol – A code of ceremonial, diplomatic, military or religious etiquette and precedence.

### **2. Responsibilities**

- 2.1. City Council to:
  - 2.1.1. Approve amendments to this policy.
  - 2.1.2. Initiate and approve the half-masting of the City Flag on the death of a prominent resident of the City.
  - 2.1.3. Initiate and approve the half-masting of the City Flag where an official day has been proclaimed as a Day of Mourning to recognize those people affected by workplace injuries.
- 2.2. The Mayor to:
  - 2.2.1. Initiate and approve the half-masting of the City Flag on the death of a prominent resident of the City.

- 2.2.2. Initiate and approve the half-masting of the City Flag where an official day has been proclaimed as a Day of Mourning to recognize those people affected by work place injuries.
- 2.3. Communications Officer to:
  - 2.3.1. Familiarize himself with accepted Canadian Flag protocol.
  - 2.3.2. Direct all Municipal employees on correct Flag protocol.
  - 2.3.3. Provide advice on request.
  - 2.3.4. Assure that civic divisions/departments follow proper procedures for flying of the Flag.
- 2.4. Employees to:
  - 2.4.1. Seek the advice of the Communications Department before displaying Flags.
  - 2.4.2. Be guided by the Communications Department in matters of flag protocol.

### 3. General Procedures

- 3.1. It is appropriate for the Flag to be flown or displayed by individuals and organizations, but at all times the Flag should be treated with dignity and respect and flown or displayed properly. It is not contrary to etiquette to have the Flag flown at night.
- 3.2. When the Flag is raised, it is customary for civilian males to stand and remove their hats. Women also stand.
- 3.3. The Flag may be displayed flat or flown on a staff.
  - 3.3.1. When displayed on a wall the flag should be hung horizontally or vertically. If displayed vertically the top of the Flag (e.g., top point of the maple leaf on the Canadian Flag) should be to the left as seen by spectators.
  - 3.3.2. There is no limit to the number of Flags which may be displayed at one (1) time as long as the display is in good taste.
  - 3.3.3. If the Flag is displayed on a staff placed on a platform, stage or dais, it should be to the right of the speaker.
  - 3.3.4. It should not be used to cover the speaker's table or draped in front of the platform, nor should it be allowed to touch the floor.
  - 3.3.5. If displayed flat against the wall at the back of the platform, the Flag should be above and behind the speaker.
- 3.4. The Flag is used as a drape only on a casket of the dead or in the unveiling of a monument.
- 3.5. When the Flag becomes faded or worn, it should be disposed of by burning.

- 3.6. The Flag is never used for commercial advertising purposes.
- 3.7. Canadian Flag With Other Flags:
  - 3.7.1. No Flag, banner or pennant should be flown or displayed above the Canadian Flag.
  - 3.7.2. National Flags flown together should be approximately the same size and flown from separate staffs at the same height.
  - 3.7.3. The Canadian Flag should be given the place of honour when flown or displayed with other Flags:
    - 3.7.3.1. When two (2) or more than three (3) Flags are flown together, the Canadian Flag should be on the left as seen by spectators in front of the Flags; if a number of countries are represented, the Canadian Flag may be flown at each end of a line of Flags.
    - 3.7.3.2. When three (3) Flags are flown together, the Canadian Flag should occupy the central position, with the next ranking Flag to the left and third ranking Flag to the right, as seen by spectators in front of the Flags.
    - 3.7.3.3. When more than one (1) Flag is flown and it is impossible to hoist or lower them at the same time, the Canadian Flag(s) should be hoisted first and lowered last.
- 3.8. Half-Masting of Flags:
  - 3.8.1. The position of a Flag when flying at half-mast will depend on its size, the length of the Flagstaff and its location; but as a general rule, the center of a Flag should be exactly half-way down the staff.
  - 3.8.2. A Flag will be flown at half-mast from the day of the death up to and including the day of the funeral.
- 3.9. Half-Masting of the Canadian Flag – The Flag on Municipal buildings and land will be flown at half-mast on the death of:
  - 3.9.1. The Sovereign or member of the Royal Family.
  - 3.9.2. The Governor-General of Canada.
  - 3.9.3. The Prime Minister of Canada.
  - 3.9.4. The Lieutenant Governor of the Province of Alberta.
  - 3.9.5. The Premier of the Province of Alberta.
  - 3.9.6. Another person similarly honoured by the Province of Alberta.

- 3.9.7. Municipal Elected Officials (in office):
  - 3.9.7.1. The Mayor
  - 3.9.7.2. An Alderman
  
- 3.10. Half-Masting of Provincial Flag:
  - 3.10.1. The Flag on Municipal buildings and land will be flown at half-mast on any occasion requiring the half-masting of the Canadian Flag.
  
  - 3.10.2. The Flag will be flown at half-mast on the death of:
    - 3.10.2.1. The Sovereign or a member of the immediate family of the Sovereign.
    - 3.10.2.2. The Governor-General of Canada or a former Governor-General.
    - 3.10.2.3. The Prime Minister of Canada or a Cabinet Minister of Canada from Alberta.
    - 3.10.2.4. The Lieutenant-Governor of Alberta.
    - 3.10.2.5. The Premier or a Cabinet Minister of Alberta.
    - 3.10.2.6. In the case of the death of the Member of Parliament for the Athabasca Riding.
    - 3.10.2.7. In the case of the death of the Member of the Legislative Assembly for the Fort McMurray Riding.
    - 3.10.2.8. In the case of the death of a Judge of the District Court or Queen's Bench who resided within the Regional Municipality of Wood Buffalo.
  
  - 3.10.3. City Elected Officials (in office):
    - 3.10.3.1. The Mayor
    - 3.10.3.2. An Alderman
  
- 3.11. Half-Masting of City Flag:
  - 3.11.1. The Flag will be flown at half-mast on any occasion requiring the half-masting of the Provincial Flag.
  
  - 3.11.2. The Flag will be flown at half-mast where directed by the Mayor or Council in recognition of a Day of Mourning for those people affected by work place injuries.
  
  - 3.11.3. The Flag will be flown at half-mast on the death of:
    - 3.11.3.1. An employee of the City.
    - 3.11.3.2. A former Mayor or Alderman.
    - 3.11.3.3. The Mayor on his, or Council on its own initiative, may direct or approve the half-masting of the Flag on the death of a prominent resident of the City.
    - 3.11.3.4. Where applicable, the Flag flown by a department may be flown at half-mast on the death of a retired employee.

**APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Regional Council  
Approval Date: March 17,1987

Revision Approval Dates:  
Review Due:

Policy Manager: Director, Communications  
Department Contact: Manager, Communications

Legal References:  
Cross References: