



FLAG PROTOCOL POLICY

Council Policy
C 101-25

Administered By:	Administration and Legislative Services	Policy No:	C 101- 25
Approval Date:	April 1, 2025	Effective Date:	April 1, 2025
Approved By:	Council	Resolution No.:	070-2025
Review Date:	February 2028		
References:	Government of Canada: Canadian Heritage - Flag Etiquette in Canada Government of Alberta: Protocol and Ceremony		

Policy Statement:

The Town of Crossfield recognizes the National Flag of Canada, along with all provincial, territorial, and municipal flags, as symbols of pride and honour. To ensure these flags are displayed with the respect they deserve, this policy establishes clear guidelines for proper flag protocol. It provides direction to Town staff on the consistent and appropriate display of flags at Town facilities, including the process and occasions for lowering flags to half-mast.

Purpose:

The purpose of this policy is to ensure that flags protocols for flags flown at Town of Crossfield Facilities are followed to ensure the dignity and respect for whom the flags are flown.

Scope:

This policy applies to all flags on Town of Crossfield facilities that fly the National Flag of Canada, the Provincial Flag of the Province of Alberta and/or the Municipal Flag of the Town of Crossfield.

1.0 Definitions

- 1.1 **Facilities** include any municipal building, structure or area of land owned by the Town of Crossfield. (Fire Hall, Community Center, Amery Park).
- 1.2 **Flag(s)** means a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and bearing specific colours and patterns that identify it as the emblem or symbol of a governmental or geographical jurisdiction, or an organization or institution.

- 1.3 **Half-mast** means the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but generally, the center of the Flag should be halfway down the mast.
- 1.4 **National Flag of Canada** means the Flag as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada on February 15, 1965.
- 1.5 **Town** means the Town of Crossfield, a Municipal Corporation of the Province of Alberta.
- 1.6 **Town Flagpole** includes all flagpoles on Town property under the care or control of Town staff.

2.0 Responsibilities

- 2.1 All flags at Town of Crossfield Facilities are to be flown and displayed in a consistent and appropriate manner and condition. The Chief Administrative Officer (CAO) or designated officer will notify the Departments when flags are to be lowered to Half-mast.
- 2.2 Responsibility for ensuring that this policy is enforced shall fall to the Chief Administrative Officer, or an otherwise designated officer.

3.0 Guidelines

Precedence and position of flags

- 3.1 In order of Precedence
 - The National Flag of Canada
 - The Provincial Flag of the Province of Alberta
 - The Municipal Flag of the Town of Crossfield
- 3.2 The Town follows the order of precedence for flags as established by Canadian Heritage.
- 3.3 Where a Town facility has one flagpole, the Canadian flag is flown.

- 3.4 Where a Town facility has two flagpoles, the Canadian flag is flown on the left and the Alberta flag is flown on the right from the perspective of an observer facing the display.
- 3.5 When a Town site has three flagpoles, the Canadian flag is flown in the center, the Alberta flag on the left and the Town flag to the right, from the perspective of an observer facing the display.
- 3.6 Only the National Flag of Canada, the Provincial Flag of Alberta and/or the Town of Crossfield Flag shall be flown on flagpoles owned and maintained by the Town. Other governmental flags may be flown with the approval of the CAO.

Displaying the flag

- 3.7 Flags are flown on separate flagpoles.
- 3.8 Flags are flown at the same height.
- 3.9 Flags flown must all be the same size.
- 3.10 Flags may be flown at night.
- 3.11 Flags must be in good condition - When a flag becomes worn, noticeably faded or otherwise unfit for display, it is replaced and properly disposed of in a dignified manner.

4.0 Half-Masting

- 4.1 Protocol used for the lowering of flags, the order in which flags are flown, and any other matter related to flags not specifically addressed in this policy will be at the directive of:
 - 4.1.1 The Prime Minister's Office, acting through Canadian Heritage;
 - 4.1.2 The Premier's Office, acting through Alberta Protocol; or
 - 4.1.3 The Council of the Town, acting through this policy
- 4.2 Flags will be flown at half-mast on the following anniversaries or occasions, as a mark of remembrance (per Alberta Protocol):
 - 4.2.1 April 9 - National Day of Remembrance of the Battle of Vimy Ridge

- 4.2.2 April 28 - National Day of Mourning
 - 4.2.3 June 23 - National Day of Remembrance for Victims of Terrorism
 - 4.2.4 Second Sunday in September - Firefighters' National Memorial Day
 - 4.2.5 Last Sunday in September - Police and Peace Officers National Memorial Day
 - 4.2.6 September 30 - National Truth & Reconciliation Day
 - 4.2.7 November 11 - Remembrance Day
 - 4.2.8 December 6 - National Day of Remembrance and Action on Violence Against Women
 - 4.2.9 Whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings.
 - 4.2.10 Whenever the Alberta Premier's Office has lowered the flags at all Provincial properties and buildings.
- 4.3 Public notice of the reason for the half-masting will be posted on the Town website and at the Town Administration office.
- 4.4 Flags will be flown at half-mast from the time of notification of death until the morning of the first working day following the funeral or the memorial service for the following individuals:
- 4.4.1 The Sovereign
 - 4.4.2 A Member of the immediate Royal Family
 - 4.4.3 The Governor General of Canada or any former Governors General
 - 4.4.4 The Prime Minister of Canada or any former Prime Ministers
 - 4.4.5 The Lieutenant Governor of Alberta or any former Lieutenant Governors
 - 4.4.6 The Premier of Alberta or any former Premiers
 - 4.4.7 A currently serving MP or MLA representing the Town
 - 4.4.8 The current Mayor and any current member of Council of the Town

- 4.5 Flags will be flown at half-mast on the day of the funeral or memorial service for the following individuals:
 - 4.5.1 Any current Provincial (Alberta) Cabinet Minister
 - 4.5.2 Any former Mayor or member of Council of Town of Crossfield
 - 4.5.3 Any current employee of the Town or any current emergency service personnel serving within the Town
- 4.6 At CAO's discretion, flags may be flown at half-mast to mark other significant occasions or circumstances.
- 4.7 The CAO (or designate) shall be responsible for notifying the Operations Department, or appropriate staff person, of the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast.

5.0 Flags on display in Council Chambers

- 5.1 The Canadian flag, Alberta flag, and Town flag are the only flags displayed in Council Chambers.
- 5.2 The flags displayed in Council Chambers are displayed, maintained, and disposed of by the Town in accordance with Canadian Heritage's Guidelines.
- 5.3 The flags displayed in Council Chambers are not subject to the half-masting protocol as outlined in this policy.
- 5.4 The flags in the Town of Crossfield Council Chambers are displayed on a flag stand with the National Flag of Canada in the center, the Provincial Flag of Alberta to the left and the Town of Crossfield Flag on the right. In determining the left and right location, the observer stands facing the flags.

6.0 Temporary flag raisings

- 6.1 The Town does not temporarily raise flags at Town facilities unless directed by the Governments of Canada or Alberta.
- 6.2 The Town of Crossfield shall not fly the flags of community groups, charitable organizations, or any other outside groups.