



TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: April 25, 2005	Policy Number: 145-05
Reference: Motion # 05-140	Revision Date/by:	
Title: FLAG PROTOCOL		

Policy Statement

The Town of Pincher Creek will provide guidelines for flag protocol for the flags displayed in the Town of Pincher Creek.

1. Definitions

- 1.1 COUNCIL shall mean the Municipal Council of the Town of Pincher Creek.
- 1.2 CAO shall mean the Chief Administrative Officer of the Town of Pincher Creek.

2. Responsibilities

- 2.1 The Chief Administrative Officer
 - 2.1.1 It is the responsibility of the Chief Administrative Officer (or designate) to ensure that this policy is adhered to.

3. Flag Protocol

- 3.1 It is appropriate for the Town of Pincher Creek to display the Canadian Flag and other flags of their choice, but at all times the flags should be treated with respect and dignity. It is not contrary to etiquette to have flags flying at night.
- 3.2 Flags should not be used to cover a speaker's table or be draped in front of a platform nor should it be allowed to touch the floor.
- 3.3 When used on the occasion of unveiling a monument, tabled, picture, etc., the flag should be properly draped and prevented from falling to the ground or floor.
- 3.4 Do not fly any other flag higher than the National Flag.
- 3.5 When placed on a wall make sure that National Flag is hung as if the mast were on the right side of the flag (your left).
- 3.6 No flag, banner or pennant should be flown or displayed above the Canadian flag when on the same flag pole.
- 3.7 When three 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.

- 3.8 When two flags or more than three nation's flags are flown, use separate staffs of the same height.
- 3.9 In procession carry the National Flag on the Marching right.
- 3.10 When several other flags are carried abreast, carry the National Flag in front of the centre of the line.
- 3.11 When crossed with another flag, the National Flag is on the flag's right (reader's left) with the staff over that of the other flag.
- 3.12 A church flag is often used with the national Flag in the Chancel of a church. In such cases the National flag should be on the left of the Church flag on the right as you face the cancel.
- 3.13 When flying the National Flag at half-mast, first raise it to the masthead, then slowly bring it down at least the flag's width from the mast head, but not more than half way.

3.4



3.5



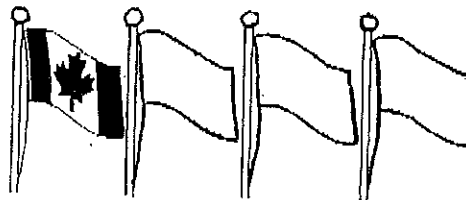
3.6



3.7



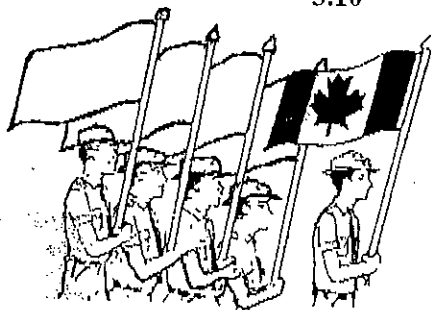
3.8



3.9



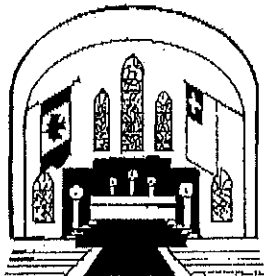
3.10



3.11



3.12



3.13



4. **Half-Masting**

- 4.1 Half-Masting of the National Flag is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.
- 4.2 The Canadian Flag in front of the Town Hall is to be lowered to half-mast from the time of notification of death until after the funeral. The flag shall be raised to full-mast at 1800 hours on the day of the funeral.
- 4.3 On the occasion of a death of a local citizen, or other person not listed in Schedule A, the CAO or Council, will half-mast the Canadian Flag in front of the Town Hall.
- 4.4 Town owned flags at other locations, Golf Course – 3 flags, Multi-Purpose Facility -3 flags and Town Campground – 2 flags, will not be half-masted at any time unless the CAO or Council so directs. In these cases, the Protocol Offices of the Provincial Government (780-422-2236) may be consulted in regards to proper protocol.

5. **Federal Flag Protocol**

See Schedule "A".

6. **End of Policy**

SCHEDULE 'A'
FEDERAL FLAG PROTOCOL

A. MANDATORY HALF-MASTING

1. The Sovereign, the Governor General and the Prime Minister

Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or the memorial service.

2. Sovereign's Family

Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

3. Former Governor General

Upon the death of a former Governor General, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

4. Former Prime Minister

Upon the death of a former Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

5. Chief Justice of Canada and Members of the Canadian Ministry

Upon the death of the current Chief Justice of Canada or a current member of the Canadian Ministry, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

SCHEDULE 'A'

A. MANDATORY HALF-MASTING

6. Lieutenant Governors

Upon the death of a current Lieutenant Governor, the Flag is flown at Half-mast on all federal buildings and establishments in the affected Province and on the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

7. Privy Councillors and Senators

Upon the death of a Privy Councillor, who is not a current member of the Canadian Ministry, or a current Senator, the Flag is flown at Half-mast:

- a. on all federal buildings and establishments in his or her place of residence, excluding the Peace Tower if the place of residence is Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- b. on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

8. Members of the House of Commons

Upon the death of a current member of the House of Commons, the Flag is flown at Half-mast:

- a. on all federal buildings and establishments in his or her riding, excluding the Peace Tower if the riding is in Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- b. on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

9. Accredited Heads of Mission to Canada while in Canada

Upon the death of an accredited Head of Mission to Canada (High Commissioner or Ambassador) while in Canada, the Flag on the Peace Tower is to be half-masted on the day of the funeral/memorial service or, should there be no such service scheduled, on the day that the remains depart Canada. (Should a service be scheduled on a date different from the one that will witness the departure, half-masting would take place on the day of the service and not on the day that the remains depart Canada).

SCHEDULE 'A'

A. MANDATORY HALF-MASTING

10. Half-Masting Initiated by a Province or Territory

When a Province or Territory Half-masts its provincial or territorial flag for a reason other than one provided for in the Rules, the Flag will be Half-masted within that Province or Territory, except on the Peace Tower if the Province is Ontario, to the same geographical extent and for the same duration as the Province or Territory Half-masts its flag. The Flag will only be Half-masted in the said Province or Territory upon notification to the Manager responsible for the administration of the Rules within the Department of Canadian Heritage by the Chief of Protocol of that Province or Territory of the reason, geographical extent and duration of the said Half-masting.

11. Special Days

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- a. April 28, Workers' Mourning Day;
- b. Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- c. November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
- d. December 6, National Day of Remembrance and Action on Violence Against Women.

In addition, the Flag will be Half-masted on the Peace Tower:

- e. from sunrise to sunset on April 9, Vimy Ridge Day; and
- f. for the duration of the annual Memorial Service on Parliament Hill to remember deceased Parliamentarians.

SCHEDULE 'A'

B. DISCRETIONARY PROVISIONS

1. Foreign Heads of State or Heads of Government - Half-masting Abroad

Upon the death of a current foreign head of state or a foreign head of government, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country, consistent with the practice adopted by the government of the host country.

The Department of Foreign Affairs and International Trade will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

2. Special Circumstances in a Foreign Country

To commemorate prominent citizens of a host country, or a resident of that country who had made a significant contribution to Canada, or special events affecting the host country, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country consistent with the practice adopted by the government of the host country.

The Department of Foreign Affairs and International Trade will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

3. Employees of the Federal Government

When an employee of a federal department, agency or Crown corporation dies in the line of duty or by reason of the position he or she occupies within that federal department, agency or Crown corporation, the Minister responsible for that organization may decide to Half-mast the Flag. Half-masting in such circumstances can only be carried out on those buildings and establishments affiliated to the organization. The Minister may decide on the geographical extent of the Half-masting and its duration. The decision must be shared immediately with the Manager responsible for the administration of the Rules within the Department of Canadian Heritage, and the Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

SCHEDULE 'A'

C. DISCRETIONARY AUTHORITY OF THE PRIME MINISTER

4. Foreign Heads of State or Heads of Government - Half-masting in Canada

Upon the death of a current foreign head of state or a foreign head of government, and after consideration of his/her stature and the relation of that country with Canada, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower on the advice of the Departments of Foreign Affairs and International Trade and Canadian Heritage, and the recommendation of the Clerk of the Privy Council.

5. Exceptional Circumstances

In exceptional circumstances, and on the advice of the Department of Canadian Heritage and the recommendation of the Clerk of the Privy Council, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad, that is not provided for in the Rules.

6. Delegation of Authority

In the event that the Prime Minister is not available to consider the recommendations pursuant to Section 14 or 15 on an urgent basis, the Clerk of the Privy Council shall have the delegated authority to decide.

7. Information from the Department of Canadian Heritage

The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will provide information regarding past instances of Half-masting and recommendations as to the geographical extent and duration of any Half-masting under consideration pursuant to Sections 14 and 15.

SCHEDULE 'A'

D. PROCEDURES FOR HALF-MASTING

1. Legal Holidays

If the Flag is Half-masted anywhere in Canada or abroad in accordance with the Rules, it must nonetheless be flown at full-mast on the following legal holidays created under the *Holidays Act* (R.S.C. c. H-5): Victoria Day and Canada Day.

2. Visiting Foreign Head of State or Head of Government

If the Flag is Half-masted on the Peace Tower in accordance with the Rules, it must nonetheless be raised to full-mast while a foreign head of state or foreign head of government is visiting Parliament.

3. Exceptions to Sections 18 and 19

Sections 18 and 19 do not apply if the Flag is Half-masted for the death of the Sovereign, but the Flag is flown at full-mast on the day on which the accession of the new monarch is proclaimed. Sections 18 and 19 also do not apply if the Flag is Half-masted for the death of the current Governor General or the current Prime Minister.

4. Half-Masting Notice

Upon the occurrence of an event provided for in Sections 1 to 10 or upon the approval of the Prime Minister pursuant to Section 14 or 15, the Department of Canadian Heritage will send a notice to all relevant authorities instructing them to Half-mast the Flag. The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice when Half-masting is carried out upon the death of a person.

5. Coming into Effect

The Rules, as amended, are effective as of June 2, 2003, and replace any previously existing rules developed through practice or articulated in Sections 12 and 13 of the *General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada* (1966).