

**Title: Flag Protocol**

**Policy No: 1030**

**Effective Date: July 8, 2019**

**Motion Number: 19.07.536**

**Supersedes Policy No: (None)**

**Review Date: July 8, 2022**



**Purpose:** The purpose of this policy is to ensure that the flags at Greenview owned and operated facilities and buildings are flown and displayed in a consistent and appropriate manner.

### DEFINITIONS

**CAO** means the Chief Administrative Officer of the M.D of Greenview No. 16.

**Greenview** means the Municipal corporation of the M.D of Greenview No. 16.

**Flag** means a symbol of national or corporate identity designed to be displayed or flown from a pole or similar device or draped appropriately.

**Protocol** means a code of ceremonial, diplomatic, military or religious etiquette and precedence.

### POLICY

1. Greenview's flag policy is adapted to incorporate practices by both Alberta protocol and Canadian Heritage.
2. The Flag order of precedence is as follows:
  - 2.1 The Governor General's Flag (Standard) takes precedence over all flags in Canada, except The Queen's Personal Canadian Flag and the flag of the Lieutenant Governor when the Lieutenant Governor is performing their duty as the Queen's representative in the province.
  - 2.2 The Lieutenant Governor's Flag (Standard) takes precedence over all flags except the Queen's Personal Canadian Flag.
  - 2.3 The National Flag takes precedence over all other flags. When flown with other provincial, territorial and municipal flags, the National Flag occupies the position of honour as defined by Canadian Heritage and the Government of Alberta.
  - 2.4 If a Union Jack is on display, it takes precedence over any Provincial or Territorial Flag.
  - 2.5 Provincial and Territorial Flags take next precedence. If more than one Provincial Flag is on display, they must be displayed in the order they joined confederation from left to right (Canada, Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Saskatchewan, Alberta, Newfoundland and Labrador, Northwest Territories, Yukon, Nunavut.)
  - 2.6 The Greenview flag takes precedence over all community or other flags.

3. At Greenview facilities and buildings where the Greenview has three flag poles, Greenview will display:
  - 3.1 The Canadian Flag on the centre pole
  - 3.2 The Alberta Flag on the left pole (when facing the flag poles)
  - 3.3 The Greenview Flag on the right pole (when facing the flag poles)
4. When a flag becomes worn, noticeably faded, or otherwise unfit to be flown, the flag will be disposed of in a respectful manner and immediately replaced.
5. Lowering the flags to half-mast on all Greenview facilities and buildings from the time of notification of death until sunset the day of the funeral of the following:
  - 5.1 Sovereign
  - 5.2 Member of the immediate royal family
  - 5.3 Governor General of Canada or former Governor General of Canada
  - 5.4 Prime Minister of Canada or former Prime Minister
  - 5.5 Lieutenant Governor of Alberta or former Lieutenant Governor
  - 5.6 Premier of Alberta or former Premier of Alberta
  - 5.7 Reeve of Greenview or former Reeve
  - 5.8 Current Member of Council or Greenview employee
  - 5.9 Members of Greenview Fire Services
  - 5.10 As directed by the Prime Minister's Office or the Premier's Office
6. Lowering of the flags to half-mast will also occur marking the following occasions in accordance with the Canadian Department of Heritage:
  - 6.1 April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day), sunrise to sunset;
  - 6.2 June 23rd National Day of Remembrance for Victims of Terrorism;
  - 6.3 Last Sunday in September, Police and Peace Officers' National Memorial Day, sunrise to sunset, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescriber order of service, until sunset;
  - 6.4 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 a.m. or according to the prescribed order of service, until sunset;
  - 6.5 December 6, National Day of Remembrance and Action on Violence Against Women, sunrise to sunset;
  - 6.6 To commemorate the death of a member of the Canadian Forces (Albertan). In a show of respect for members of Canadian Forces born or stationed in Alberta, on the day(s) of the funeral(s).
  - 6.7 As directed by the Prime Minister's Office or the Premier's Office
7. The CAO, in consultation with the Reeve, will have at their discretion, the authority to lower the flags to half-mast for other circumstances of such nature or magnitude that they deem appropriate in which this policy does not address.

**PROCEDURE**

1. All flags are to be flown on separate poles.
2. All flags are to be flown at the same height.
3. All flags flown in a group are to be the same size.
4. Flags at all Greenview facilities and buildings will be raised and lowered by designated staff.
5. Should any special occasion flag be flown in front of any Greenview facility or building, the special occasion flag shall replace the Greenview Flag.