

Title: Flag Protocol

Policy No: 1030

Effective Date: 22 November, 2022

Motion Number: 22.11.720

Supersedes Policy No: 1030

Department: Facilities

Review Date: November, 2025



Legal References:

National Flag of Canada Etiquette
Protocol Office of Alberta

Cross References:

Not applicable

Purpose: To ensure Greenview is demonstrating respect towards the Flag of Canada, the provincial Flag of Alberta, and local flags. This policy seeks to advance the sense of community within Greenview and ensure that the flags at Greenview facilities and buildings are flown and displayed in a consistent and appropriate manner.

1. DEFINITIONS

- 1.1. **Administration Building** means the Greenview building located at 4806 – 36 Avenue in Valleyview, Alberta.
- 1.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Flag** means a symbol of governmental, communal, or associative group designed to be displayed or flown from a pole, similar device, or draped appropriately.
- 1.5. **Half-masting** means the position of the flag when flying at half-mast where, as a general rule, the centre of the flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.
- 1.6. **Protocol** means a code of ceremonial, diplomatic, military or religious etiquette and precedence.

2. POLICY STATEMENT

- 2.1. Greenview's flag policy is adapted to incorporate practices by both the Protocol Office of Alberta and Canadian Heritage's Flag Etiquette.
- 2.2. Greenview recognises the symbolic importance of flags as national, regional, and associative insignia, and as such will treat all flags with respect.

- 2.3. When a flag becomes worn, noticeably faded, or otherwise unfit to be flown, the flag shall be immediately replaced and disposed of in a respectful manner.
- 2.4. The order of flags shall be in a descending sequence from that flag with the highest honour.
- 2.5. All flags shall be flown on separate poles.
- 2.6. All flags shall be flown at the same height.
- 2.7. All flags flown in a group shall be the same size.
- 2.8. Flags at all Greenview facilities and buildings shall be raised and lowered by the Manager of Facilities, or their designate.

3. HALF-MASTING PROCEDURE

- 3.1. Greenview facilities may lower the flags to half-mast on all buildings upon notification of death until sunset the day of the funeral for the following:
 - A) Sovereign
 - B) Member of the immediate royal family
 - C) Current or former Governor General of Canada
 - D) Current or former Prime Minister of Canada
 - E) Current or former Lieutenant Governor of Alberta
 - F) Current or former Premier of Alberta
 - G) Current or former Reeve of Greenview
 - H) Current members of Greenview Fire Services
 - I) Current members of Greenview Enforcement Services
 - J) Current Member of Council or current Greenview employee
 - K) As directed by the Prime Minister's Office through Canadian Heritage
 - L) As directed by the Premier's Office through the Protocol Office of Alberta
- 3.2. The lowering of all flags to half-mast may occur to mark the following occasions in accordance with the Protocol Office of Alberta and Canadian Heritage:
 - A) April 28, Day of Mourning for Persons Killed or Injured in the Workplace
 - B) April 9, National Day of Remembrance of the Battle of Vimy Ridge
 - C) June 23, National Day of Remembrance for the Victims of Terrorism
 - D) Second Sunday in September, Firefighters' National Memorial Day
 - E) Last Sunday in September, Police and Peace Officers' National Memorial Day
 - F) September 30, National Day of Truth and Reconciliation
 - G) November 11, Remembrance Day
 - i) Half-masting may occur at 11:00 a.m. if the half-masting is to occur during or near a place where remembrance is taking place
 - H) December 6, National Day of Remembrance and Action on Violence Against Women
 - I) As directed by the Prime Minister's Office through Canadian Heritage
 - J) As directed by the Premier's Office through the Protocol Office of Alberta.
- 3.3. The Flag of Canada must be flown at full-mast on Victoria Day and Canada Day.

4. FLAG ORDER PRECEDENCE

- 4.1. The following order of precedence shall be given to all flags flown:
- A) The Governor General's Flag (Standard) takes precedence over all flags in Canada, except The King's Personal Canadian Flag and the flag of the Lieutenant Governor when the Lieutenant Governor is performing their vice-regal functions.
 - B) The Lieutenant Governor's Flag (Standard) takes precedence over all flags except the King's Personal Canadian Flag.
 - C) The Flag of Canada takes precedent over all other flags. When flown with other provincial, territorial and municipal flags, the Flag of Canada occupies the position of honour as defined by Canadian Heritage and the Protocol Office of Alberta.
 - D) The flags of foreign countries take precedence over provincial and other flags.
 - E) Provincial and territorial flags take next precedence.
 - i) When more than one provincial flag is on display, the flags 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.
 - F) The Greenview flag takes precedence over all other flags.
 - G) Flags of other municipalities, communities, or groups.
- 4.2. Where a Greenview facility has three (3) flag poles, to an observer facing the display, the following flags will be flown in the prescribed order:
- A) The Canadian Flag on the centre pole;
 - B) The Alberta Flag on the left pole;
 - C) The Greenview Flag on the right pole.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council is responsible for ensuring that this policy is followed and updated as needed.
- 5.2. Council shall have the authority to lower flags to half-mast by resolution for other circumstances of such nature or magnitude that it deems appropriate which this policy does not address.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. The Manager of Facilities, or their designate, is responsible for ensuring Greenview facilities are following the flag procedures outlined in this policy.
- 6.2. The Manager of Facilities, or their designate, is responsible for half-masting Greenview's flags on the recognised days, or as prescribed by Greenview Council, the Protocol Office of Alberta, or Canadian Heritage.