

## **POLICY #C-016**

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<b>POLICY NUMBER:</b>	<b>C-016</b>
<b>POLICY SUBJECT:</b>	<b>FLAG DISPLAY POLICY</b>
<b>DEPARTMENT:</b>	<b>COUNCIL</b>
<b>EFFECTIVE DATE:</b>	<b>SEPTEMBER 15, 2025</b>
<b>INITIAL EFFECTIVE DATE:</b>	<b>JUNE 11, 2018</b>
<b>REVISION DATE (s):</b>	<b>JANUARY 24, 2022</b>
	<b>FEBRUARY 27, 2023</b>
	<b>JULY 10, 2023</b>

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### **PURPOSE:**

The purpose of the Flag Display Policy is to provide guidelines to administration to ensure respectful display of flags on Town of Coaldale property. This policy shall only apply to flag poles on Town of Coaldale owned and operated property.

### **POLICY INTENT:**

The Town of Coaldale wishes to ensure that flags on Town property are displayed in a consistent and appropriate manner.

### **POLICY STATEMENT:**

The Town of Coaldale recognizes the symbolic importance of flags to groups of people, communities and nations, in bestowing honor and respect, or expressing a collective sense of grief and respect through lowering flags to half-mast. While the Council reserves the right to determine which flags will be displayed on Town property, Council will strive to accommodate and provide opportunities for local community groups to display their flags. Unless stated otherwise in this policy, the Town of Coaldale will follow the established flag protocols, practices and etiquette outlined by the Government of Canada and the Province of Alberta; primarily the National Flag of Canada Etiquette and the Government of Alberta Flag Etiquette guidelines.

### **DEFINITIONS**

“Banner” means a rectangular piece of cloth or material bearing a symbol, logo, slogan or other promotional message and does not have flag status (example: event banners, Town promotional banners or banners for organizations or companies);

“Cause” means a goal or activity intended to achieve a social outcome;

“Chief Administrative Officer” or “CAO” means the individual appointed to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Town’s Designated Officer Bylaw.

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“Civic Square” means the municipal office building, located at 1801 – 20<sup>th</sup> Avenue, Coaldale.

“Community Flag Pole” means the designated Municipal Flag Pole located at Civic Square, 1801 – 20<sup>th</sup> Avenue, Coaldale. The Community Flag Pole is intended to provide opportunities for Community Groups to display their Flag to recognize a significant event or activity sponsored or supported by the Town, including special commemorations;

“Community Group” means a not-for-profit group established under Alberta or Canadian statute for the purpose other than to make a profit and carries on activities benefitting the community. Their mandate and activities will not discriminate against any individual or group as outlined in the Canadian Charter of Rights and Freedoms or Alberta Human Rights Act or contravene any federal or provincial statute;

“Council” means the municipal Council of the Town of Coaldale;

“Flag” means a rectangle piece of cloth bearing the identification symbol of nations, provinces, municipalities or groups, but does not include banners. Flags include the National Flag of Canada, Flag of the Province of Alberta and the Town of Coaldale Flag or any other Flag permitted to be flown on a Town of Coaldale Community Flag Pole;

“Half-Mast” means the position of the Flag half-way down the mast or pole;

“Municipal Flag Pole” means the Flag Poles on or within Town property. These are reserved for any of: the National Flag of Canada, Flag of the Province of Alberta and the Town of Coaldale Flag.

“Town” means the municipal corporation of the Town of Coaldale, or where the context so requires, the area contained within the boundaries of the Town of Coaldale.

**RESPONSIBILITIES:**

1. Chief Administrative Officer – The Chief Administrative Officer is responsible for executing this policy.

Mayor – The Mayor (or Deputy Mayor), after consulting with other members of Council, will provide direction to the Chief Administrative Officer on raising and lowering the Flag to Half-Mast on occasions not identified in this policy or identified in the policy as a special circumstance; and for determining the requirement to display Flags at events where members of Council are officiating. If the Government of Canada or the Government of Alberta directs flags be lowered to half-mast at Federal or Provincial facilities, the Chief Administrative Officer is authorized to direct flags to be lowered to half-mast at Municipal facilities.

Council – Council may direct the Chief Administrative Officer to display a Flag in support of a cause not associated with any identifiable Community Group.

2. Location and Display of Flags installed in front of the following five (5) municipal designated areas that offer public services. All flag displays are from the perspective of the audience facing the building, from left to right:

Civic Square – 1801 – 20<sup>th</sup> Avenue

- a. This location has four (4) flag poles displayed in order of: Canada Flag, Provincial Flag, Town of Coaldale Flag, Community Flag

Welcome Sign – corner of Highway 3 and 845

- b. This location has three (3) flag poles displayed in order of: Provincial Flag, Canada Flag, Town of Coaldale Flag.

Cenotaph – 2107 – 13<sup>th</sup> Street

- c. This location has three (3) flag poles displayed in order of: Provincial Flag, Canada Flag, Town of Coaldale Flag.

Firehall – 1507 – 20<sup>th</sup> Avenue

- d. This location has one (1) flag pole that displays the Canada Flag.

Gem of the West Museum – 1306 – 20<sup>th</sup> Street

- e. This location has one (1) flag pole that displays the Canada Flag.

3. Flag poles and Flags shall be displayed in Council Chambers at the discretion of Council.

All flags flown together at the same location(s) shall be flown at the same height; at full mast or half-mast.

#### Community Flag Pole Use

- a. Community Groups interested in displaying their Flag shall apply via the Community Flag Raising Request Form on the Town's website that is associated with this policy.
- b. Display of flags on the Community Flag Pole will be for a one-week period, unless otherwise decided by Council.
- c. Preference will be given to local Community Groups for display of flags on the Community Flag Pole.
- d. In the instance when a request has not been brought forward for display of a flag on the Community Flag Pole, the pole shall remain bare.
- e. It will be the responsibility of the Community Group to provide their own flag to be

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- flown. The flag will be returned to them once the display period has been completed.
- f. Requests for display of flags on the Community Flag Pole will be reviewed and decided at the discretion of Council.
4. Half-Mast:
- a. Flags flown on municipal flag poles shall be flown at half-mast from sunrise to sunset to express a collective sense of grief and respect during the following solemn occasions:
- i. April 9 – National Day of Remembrance of the Battle of Vimy Ridge
  - ii. April 28 – National Day of Mourning
  - iii. June 23 – National Day of Remembrance for Victims of Terrorism
  - iv. Second Sunday in September – Firefighters’ National Memorial Day
  - v. Last Sunday in September – Police & Peace Officers National Memorial Day
  - vi. September 30 – National Day for Truth & Reconciliation
  - vii. November 11 – Remembrance Day
  - viii. December 6 – National Day of Remembrance and Action on Violence Against Women
- b. The Town of Coaldale will lower flags to half-mast on all Town properties and facilities from the time of notification of death until sunset the day of the funeral or memorial service for:
- i. The Sovereign;
  - ii. A member of the immediate Royal Family;
  - iii. A current or former Governor General of Canada;
  - iv. A current or former Prime Minister of Canada;
  - v. A current or former Lieutenant Governor of Alberta;
  - vi. A current or former Premier of Alberta;
  - vii. A current or former local Member of Parliament;
  - viii. A current or former local Member of Legislative Assembly;
  - ix. A current or former member of Council.
- c. Flags flown on municipal flag poles may be flown at half-mast upon notification of death until sunset the day of the funeral or memorial services:
- i. To commemorate the death of a member of the Canadian Forces whose residence was in the Town of Coaldale, who had died in the line of duty;
  - ii. To commemorate the death of a member of the R.C.M.P., Town of Coaldale Fire Services personnel, or ambulance service personnel whose residence was in the Town of Coaldale, who had died in the line of duty.
- d. Flags flown at the Firehall may be flown at half-mast upon notification of death until sunset the day of the funeral or memorial services for any current or former member of the Emergency Services personnel.

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- e. Flags flown on municipal flag poles may be flown at half-mast as a result of a significant event or circumstance not already specified in this policy, at the discretion of the Mayor and the CAO. In the event either is unavailable, their designates will act in their place.
  - f. There shall be information about the occasion for lowering/raising of flags available on the Town of Coaldale website.
5. Disposal of Flags:
- a. When a flag becomes tattered and is no longer a suitable condition for use, it should be destroyed in a respectful way by burning it privately and is immediately replaced.

**REFERENCES:**

Government of Canada – Rules for Flying the National Flag of Canada,  
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>

Government of Alberta – Flag Etiquette  
<https://www.alberta.ca/protocol-flag-etiquette.aspx>