

POLICY NUMBER: C-016-0418
POLICY SUBJECT: FLAG DISPLAY POLICY
DEPARTMENT: COUNCIL
INITIAL EFFECTIVE DATE: June 11, 2018
EFFECTIVE DATE: June 11, 2018
REVISION DATE (s): N/A
REVISION NUMBER: N/A

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 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:

1. The Town of Coaldale recognizes the symbolic importance of flags in bestowing honor and respect or expressing a collective sense of grief and respect through lowering flags to half-mast.

RESPONSIBILITIES:

Display of Flags on Municipal Flag Poles:

1. There are three (3) municipal flag poles installed in front of the Town of Coaldale administrative office, including:
 - a. A flag pole for the National Flag of Canada,
 - b. A flag pole for the Province of Alberta flag,
 - c. A flag pole for the Town of Coaldale municipal flag.
2. There are three (3) municipal flag poles installed in front of the following municipal designated areas that offer public services:
 - a. Town Office, 1920 – 17th Street,
 - b. The Cenotaph, located at 2107 – 13th Street,
 - c. The Welcome to Coaldale sign, located at the corner of Highway 3 and 845.
3. Flag Placement:
 - a. When three (3) flags are displayed, the position of honor is in the centre. From the perspective of the audience facing the flag, the Canadian flag should be placed

in the centre, the Provincial flag on the left and the Town of Coaldale flag on the right.

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

4. Half-Mast:

- a. In accordance with the Government of Canada, Rules for Half-Masting the National Flag of Canada, 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 28 – National Day of Mourning
 - ii. June 23 – National Day of Remembrance for Victims of Terrorism
 - iii. Second Sunday in September – Firefighters’ National Memorial Day
 - iv. Last Sunday in September – Police & Peace Officers National Memorial Day
 - v. November 11 – Remembrance Day
 - vi. 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 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.
 - e. 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
Government of Alberta – Flag Etiquette