

TITLE: FLAG POLICY

RESOLUTION NUMBER: 2024-04-19

POLICY #: CP-005

EFFECTIVE DATE: APRIL 24, 2024

SUPERSEDES: 420-004/22

UP FOR REVIEW: 2028

PURPOSE

It shall be the policy of the town of Magrath (“Town”) to provide clarity and direction respecting the flying of flags on municipal property. This policy will

1. establish protocols for flying flags on properties and flag poles owned by the Town of Magrath, and
2. establish protocol for when the Canadian flag will be flown at half-mast.

POLICY STATEMENTS

1. Protocol and Etiquette for Flag Flying on Municipal Property
 - a. It shall be the policy of the Town of Magrath that no flag, other than those listed on Schedule “A” – Inventory of Flag Poles, will be flown on Municipal Property.
 - b. The National flag, Provincial flag and Municipal flag shall be hung in the Council chamber.
 - c. Flags shall be flown in a manner consistent with flag etiquette of the Federal Department of Canadian Heritage.
2. Protocol for Flying a Flag at Half-Mast

Flags flown at half-mast signify a period of mourning, respect for lives lost, or to commemorate a solemn occasion. When a flag is to be flown at half-mast, the flag is to be raised to the top of the mast, and immediately slowly lowered to half-mast. When one flag is lowered to half-mast, all other flags flown together with it should also be flown at half-mast, following the same protocol. The CAO will advise staff to lower flags on Town-owned flag poles to half-mast.

- a. From the time of notification of death, until sunset on the day of the funeral or memorial service, flags in the Town of Magrath will be flown at half-mast for the following dignitaries:
 - i. The Sovereign, the Governor General, and the Prime Minister
 - ii. The Sovereign’s family
 - iii. Former Governor General
 - iv. Former Prime Minister

- v. Lieutenant Governor
 - vi. The Premier
 - vii. Former Premier
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- b. From the time of notification of death until sunset on the day of the funeral or memorial service, flags in the Town of Magrath will be lowered to half-mast in recognition of persons residing in the Town of Magrath whose duties were in the field of protective services (i.e.: RCMP, Canadian Military personnel, firefighters/first responder) whose lives were lost in the line of duty.
 - c. From the time of notification of death until sunset the day of the funeral or memorial service, flags in the Town of Magrath will be lowered to half-mast out of respect for those who served the Municipality in the following capacities:
 - i. Current Mayor or former Mayor of the Town of Magrath
 - ii. Current Councillor of the Town of Magrath
 - d. Flags will be flown at half-mast to commemorate lives lost in tragic national or international events. In these circumstances, a decision to lower flags, and the duration they will remain at half-mast will be reflective of the practice of the province and/or the Rules for half-masting the National Flag of Canada.
 - e. Other individuals may be recognized by the act of lowering the flags to half-mast at the direction of the Mayor after consulting with all available Council members.
 - f. Any citizen or staff member of the Town of Magrath may advise the CAO's office of the details (individual's names, qualifications for recognition, and date of funeral or memorial service) pertaining to those individuals included in Section 2 of this policy.
 - g. The CAO will arrange for the flags to be lowered to half-mast.
 - h. The public will be advised of the solemn occasion for which the flag is being flown at half-mast through communication efforts on the Town of Magrath social media pages.

**Schedule "A"
INVENTORY OF FLAG POLES**

Location	Number of Poles	Flag(s) Flown
North Entrance	3	Canada, Alberta, Magrath
South Entrance	3	Canada, Alberta, Magrath
Cenotaph	3	Canada, Alberta, Magrath
Alston Scout Park	5	Canada, Alberta, British, Magrath, Scout