

POLICY FLAG PROTOCOL



Policy C1001

Adopted by Council:	2016.01.25	Administrative Responsibility:	Communications
Council Resolution #:	COU16-19	Last Review Date:	2016.01.25
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Replaces:	C107		

1.0 POLICY

The Town of Banff displays the National Flag of Canada in accordance with the federal protocol recommended by the Department of Canadian Heritage. The Town of Banff will fly Canadian flags located outside on municipal property at half-mast on specified occasions of mourning.

2.0 PURPOSE

This policy establishes the protocol for flying The National Flag of Canada at municipal buildings and specifically when the National Flag of Canada will be flown at half-mast

3.0 SCOPE

This policy applies to the National Flag of Canada flown from flagpoles outside Town of Banff municipal buildings.

4.0 RESPONSIBILITIES

- 4.1 The Executive Assistant or designate is responsible for instructing the Facilities Department when to lower flags to half-mast and when to raise them again.
- 4.2 The Facilities Department is responsible for ensuring flags are adjusted to the appropriate height as instructed by the Executive Assistant.

5.0 STANDARDS

- 5.1 The National Flag of Canada will fly at half-mast from the time of notification of death until sunset the day of the funeral or memorial service for:
 - a) The Sovereign, the current Governor General of Canada or the current Prime Minister of Canada;
- 5.2 The National Flag of Canada will be flown at half-mast from the time of notification of death until sunset of the day of the funeral; or if there is to be a memorial service, from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service for:
 - a) The spouse of the Sovereign, the heir to the throne or the heir to the heir to the throne;
 - b) former governor generals of Canada
 - c) former prime ministers of Canada;
 - d) The current Lieutenant Governor of Alberta;
 - e) The current Premier of Alberta.
- 5.3 The National Flag of Canada will be flown at half-mast from sunrise to sunset on the day of the funeral or memorial service for:

- a) Former lieutenant governors of Alberta;
 - b) Former premiers of Alberta;
 - c) Current or former mayor of the Town of Banff;
 - d) Current member of council of the Town of Banff;
 - e) An employee of the Town of Banff, who died in the line of duty;
 - f) A local serving RCMP officer, ambulance service personnel or national park warden who died in the line of duty;
 - g) A member of the Canadian Armed Forces, born in or current resident of Banff, who died in the line of duty.
- 5.4 Flags will be flown at half-mast from sunrise to sunset on:
- a) Remembrance Day (November 11);
 - b) Any other day as directed by a majority vote or a majority affirmative email survey of Council.
- 5.5 Regardless of a death or designated day, flags must be flown at full-mast on Canada Day and Victoria Day (*Holidays Act R.S.C. c. H-5*).

6.0 RELATED DOCUMENTS

- 6.1 Rules for Half-Masting the National Flag of Canada (Department of Canadian Heritage)

This policy shall be in effect on the date it is approved by resolution of Council.