

	Flag Protocol	
	Policy Type:	Council-Management-Delegation
	Number:	CMD-R-4.3
	To be Reviewed:	As required
	Approval Date:	March 14, 2022
	Motion Number:	22.C.108 25.C.022
	Revised Date(s):	January 27, 2025

Policy Statement

All flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.

The Chief Administrative Officer (CAO), as the sole employee of Town Council, will determine on behalf of the Town, practices which are consistent with accepted guidelines and standards, to align with Canadian Heritage and Alberta Protocol and to set practices for local significant events or circumstances.

Purpose

The purpose of this Policy is to ensure flags at Town of Okotoks Municipal sites are displayed in a respectful, consistent, and appropriate manner.

1. Definitions

In this Policy the following means:

- 1.1 Dignitary - a person who holds a high rank or office;
- 1.2 Half-mast - the position of a flag, approximately halfway up the pole. Flying flags at half-mast is a symbol of respect or mourning;
- 1.3 Town - the Corporation of the Town of Okotoks;
- 1.4 Municipal sites - all areas owned and operated by the Town where flags are displayed with the exception of:
 - 1.4.1 Southridge Emergency Services Building – classified as a Federal Building;
 - 1.4.2 Drake Landing Energy Centre.

2. Displaying the Flag

- 2.1 Flags will be flown on separate poles.
- 2.2 Flags shall be flown at the same height.
- 2.3 Flags flown in a group shall all be the same size.
- 2.4 Flags may be flown at night.

3. Precedence and Position of Flags

- 3.1 When a single flag is flown, the Canadian Flag will be flown.
- 3.2 When two flags are flown, the Canadian Flag and the Provincial Flag will be flown with the Canadian Flag positioned on the left when an observer faces the display.
- 3.3 When three flags are flown, the Canadian Flag, the Provincial Flag, and the Okotoks Flag will be flown with the Canadian Flag positioned in the middle, Provincial Flag on the left, and the Okotoks Flag on the right when an observer faces the display.
- 3.4 Despite sections 3.1 to 3.3, the Canadian Heritage Guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). The Canadian Heritage Guidelines take precedence over this Policy.
- 3.5 When dignitaries from outside of Canada are visiting the Town, the Okotoks Flag may be replaced by the Flag of the dignitary's country, and the precedence of flags adjusted accordingly.
- 3.6 The Okotoks Flag will take precedence over any charitable and non-profit organization flags unless otherwise established by Canadian Heritage with the exception of the Poppy Flag. The Poppy Flag will take precedence over the Okotoks Flag from November 1 to November 12 annually.

4. Lowering Flags to Half-mast at Municipal Sites

- 4.1 Flags will be lowered to half-mast from sunrise to sunset as follows:

April 9	National Day of Remembrance of the Battle of Vimy Ridge
April 28	National Day of Mourning (for persons killed or injured in the workplace)
June 23	National Day of Remembrance for Victims of Terrorism
Second Sunday in September	Firefighters' National Memorial Day
Last Sunday in September	Police and Peace Officers' National Memorial Day
September 30	National Day for Truth and Reconciliation
November 8	Indigenous Veterans Day
November 11	Remembrance Day
December 6	National Day of Remembrance and Action on Violence Against Women

- 4.2 The Town will lower flags to half-mast from the time of notification of death until sunset the day of the funeral or memorial service at all Municipal sites applicable to this Policy for:
- 4.2.1 the Sovereign;
 - 4.2.2 a member of the immediate Royal Family;
 - 4.2.3 a current or former Governor General of Canada;
 - 4.2.4 a current or former Prime Minister of Canada;
 - 4.2.5 a current or former Lieutenant Governor of Alberta;
 - 4.2.6 a current or former Premier of Alberta;
 - 4.2.7 the current Mayor of the Town;
 - 4.2.8 a current Councillor of the Town;
 - 4.2.9 whenever the Prime Minister's Office or Canadian Heritage have lowered the flags at all Federal properties and buildings;
 - 4.2.10 whenever the Alberta Premier's Office or Alberta Protocol have lowered the flags at all Provincial properties and buildings.
- 4.3 The Town will lower flags to half-mast on the day of the funeral or memorial service until the following morning at all Municipal sites applicable to this Policy for:
- 4.3.1 former Mayors and Councillors;
 - 4.3.2 an employee of the Town who dies in the line of duty or by reason of the position they hold within the Town.
- 4.4 The CAO may lower flags to half-mast at any or all Municipal sites for such time and under such circumstances as deemed appropriate.
- 4.5 The CAO will have discretion to raise a courtesy flag for a period of time in place of the Town of Okotoks Flag in front of the Municipal Centre. The Town of Okotoks will not display a flag if:
- 4.5.1 it is commercial, political, or religious in nature;
 - 4.5.2 it involves any person or organization that promotes hatred, racism, or discrimination or violence towards any person or class of persons, or otherwise involves illegal activity or encourages illegal activity;
 - 4.5.3 it does not align with Town policies, bylaws, and Strategic Initiatives or is contrary to the Town's civility principles and Good Order and Civil Conduct Policy;
 - 4.5.4 it aligns with causes, movements, or organizations that oppose equity, inclusion, and diversity;
 - 4.5.5 It could cause a reputational risk for the Town;
 - 4.5.6 it promotes a for-profit enterprise, event, activity, or business.
- 4.6 Under section 4.5, the CAO is authorized to exercise discretion to cancel raising a courtesy flag in the case of unforeseen circumstances.