



## Flag Protocol

<b>Policy No.:</b> C-9	<b>Council Resolution No.:</b> 263/2020
<b>Department:</b> Council	<b>Authority:</b> Council
<b>Effective Date:</b> August 21, 2017	<b>Revision Date:</b> February 26, 2018, May 27, 2019, October 15, 2019
<b>Review Date:</b> June 2023	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Procedure No.:</b> C-9	
<b>Related Procedure Name:</b> Flag Protocol	

### Purpose

To establish guidelines for the raising, displaying, and half-masting of flags at all properties and facilities owned and operated by the Town of Taber and at events conducted by the Town at other locations.

### Policy Statement

- 1) This policy shall apply to all properties and facilities with flagpole(s) as owned by the Town of Taber.
- 2) The Taber Police Service policy and procedure on their own flagpoles is the sole exception to this Policy and its corresponding procedure.
- 3) Flags shall be flown and displayed in accordance to the protocols provided by the Department of Canadian Heritage or as varied within the procedure as approved by Council.
- 4) The Chief Administrative Officer will be authorized to order the raising or lowering of the flags at properties and facilities owned and operated by the Town of Taber.
- 5) In consideration of the shared flag poles in front of the Administration Building, the Municipal District of Taber shall be notified before any movement of the flags to confirm the Municipal District is in agreement with the change.
- 6) The two north flagpoles in front of the Administration Building fall on Municipal District of Taber property, and the MD has authorized the Town to operate the flag poles in



accordance with their policy and procedures with the two flag poles only flying the municipal flags of the Town and MD.

- 7) The four flagpoles at the Town of Taber Administration Building shall be reserved for the sole use of the Canadian, Provincial, Municipal District, and Town Flags.
- 8) Should an additional flagpole be provided at the front of the Administration Building on Town-owned property, Council shall have sole discretion as to its use.
- 9) The Town of Taber Flag shall be flown at all Town buildings or facilities where there are sufficient flagpoles to do so.
- 10) Cenotaph Location:
  - a. The following organizations have the authorization to half-mast the Canadian Flag at the Cenotaph location, in accordance with the corresponding Flag Protocol Procedure:
    - i. The Royal Canadian Legion;
    - ii. The Royal Canadian Mounted Police;
    - iii. The Canadian Armed Forces;
    - iv. The Royal Canadian Navy;
    - v. Royal Canadian Air Force;
    - vi. The Southern Alberta Society of Veterans in United Nations Peacekeeping (SASVUNP);
    - vii. Town of Taber Staff (if requested by any of the above noted organizations or by direction of Council);
    - viii. Council through a resolution.
  - b. Should the need for half-masting of the Cenotaph location be required by any of the above noted organizations, notification must be provided in writing to the Town's Facility Maintenance Manager (for information purposes only) prior to the flag being lowered.
- 11) In the event that only one flagpole exists on a Town-owned property, the Canadian Flag shall be the sole flag flown.
- 12) The Canadian Flag shall take precedence to all other flags flown.
- 13) The Town of Taber Flag may be flown or displayed indoors where such flags are required, such as in Council Chambers.
- 14) At all times, the Town of Taber Flag must be flown or displayed properly and handled with dignity and respect.
- 15) The Town of Taber Flag shall not be used for commercial purposes by any organization.
- 16) The Town of Taber reserves the right to refuse, deny, or restrict the use of the Town Flag with respect to where or how it will be flown or displayed.



17) No requests for additional flags to fly on Town flagpoles or property other than dignitary flags shall be considered for approval by Council.

18) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

### Additional References

- National Flag of Canada Etiquette
- Flag Etiquette, Protocol Office of the Government of Alberta

  
MAYOR

June 17, 2020  
DATE

  
CHIEF ADMINISTRATIVE OFFICER

June 16, 2020  
DATE



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