



## Municipality of Crowsnest Pass Policy

Policy No.:	1304-01
Policy Title:	Flag Guidelines Policy
Approval Date:	April 23, 2024
Revision Date:	
Supersedes Policy:	N/A
Department:	Corporate Governance

### 1.0 POLICY PURPOSE

The purpose of the policy is to ensure that all flags at the Municipal Office and other Municipality of Crowsnest Pass operated facilities are flown and displayed in a consistent and appropriate manner. This policy does not cover facilities that are operated by third parties.

### 2.0 DEFINITIONS

"**CAO**" means the Chief Administrative Officer for the Municipality of Crowsnest Pass, and his/her duly authorized designee(s).

"**Flag**" means the National Flag of Canada, the Provincial Flag of Alberta or the Municipality of Crowsnest Pass Flag and doesn't include light pole banners, pennants, or other decorative types of flags.

"**Funeral**" means any service recognizing a death(s) of a person/people or animal(s).

"**Good Condition**" means without tears, rips, frays, or tatters.

"**Half-Mast**" means below the summit of the flagpole, about half the height of the flagpole.

"**Management**" refers to a group of positions that are managerial in nature and are out of scope and includes the Chief Administrative Officer, Directors, and Managers.

"**Municipality**" or "**Municipal**" means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

"**Municipal Employee**" or "**Employee**" means any person employed by the Municipality on any basis including full time, part time, casual, or temporary.

### **3.0 POLICY STATEMENTS**

#### **3.1 Displaying of Flags**

- a) All Flags are to be flown on separate poles.
- b) All Flags are to be flown at the same height, including times of half-masting.
- c) All Flags flown in a group are to be the same size.
- d) Flags will be flown according to the federal government's precedence of flags. The Municipality of Crowsnest Pass flag takes precedence over all community flags.
- e) All Flags must be good condition.
- f) Flags should never touch the ground when being raised, lowered, or removed.

#### **3.2 Disposing of Flags**

- a) The old flags shall be placed in a separate garbage bag and disposed of.

#### **3.3 Municipal Office Flags**

- a) There are three flag poles in front of the Municipal Office. The Municipality of Crowsnest Pass permanently displays the Canadian flag on the center pole.
- b) The pole on the left when facing the Municipal Office permanently flies the provincial flag.
- c) The pole on the right when facing the Municipal Office permanently flies the Municipality of Crowsnest Pass flag.
- d) All flags at the Municipal Office and other Municipality of Crowsnest Pass operated municipal facilities are flown throughout the day and evening.
- e) When there are requests for the flags of visiting dignitaries, the flagpole used to fly the Municipality of Crowsnest Pass flag is used to accommodate approved requests. The Municipality of Crowsnest Pass flag is moved over to the provincial flagpole and the provincial flag is retired for 24 hours or until the visiting dignitary's flag is retired.
- f) Other than visiting dignitaries, no other flags will be flown.

#### **3.4 Half Masting Flags**

- a) Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.
- b) Flags may be half-masted, at the direction of the CAO and/or, from time of notification of death until the next business day following the funeral OR only from the last business day preceding the day of the funeral to the next business day following the funeral.
- c) If there is no funeral, the flags will be flown for 3 business days.
- d) If the Federal or Provincial governments decide to fly flags at half-mast, the CAO or designate may decide to follow suit at their discretion.
- e) When one flag is flown at half-mast, all flags flown together should also be at half-mast.

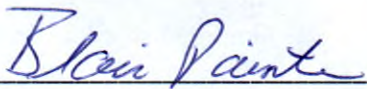
See Appendix A for appropriate half-masting occasions.

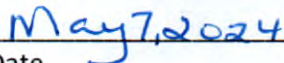


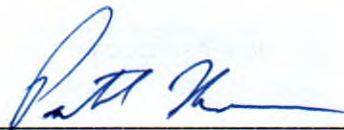
### 3.5 Half-Mast Notification

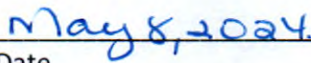
Upon the occurrence of an event provided for in Appendix A, the Corporate Services Department will send a notice to all relevant staff instructing them to half-mast flags. The notice will stipulate the reason, geographical extent, and duration of the half-masting.

#### MUNICIPALITY OF CROWSNEST PASS

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date

### Half-Masting Occasions

The following are mandatory occasions for half-masting of flags at the Municipality of Crowsnest Pass facilities (municipal flags may be half-masted in cases of lives lost while at work, or other tragic events, as per Municipal Policy. When one flag is half-masted, all flags flown together must also be half masted.):

Occasion	Municipal Office	Additional Locations
<b>FEDERAL</b>		
Immediate member of the Royal Family; current Governor General or current & former Prime Ministers	Half-masting will occur	All identified civic locations with capability to half-mast.
Current Crowsnest Pass member of federal government	Half-masting will occur	All identified civic locations with capability to half-mast.
Current Senator residing in Crowsnest Pass	Half-masting will occur	All identified civic locations with capability to half-mast.
Canadian Forces member residing in or from Crowsnest Pass (in the line of duty)	Half-masting will occur	All identified civic locations with capability to half-mast.
RCMP member residing in or from Crowsnest Pass (in the line of duty)	Half-masting will occur	All identified civic locations with capability to half-mast.
<b>PROVINCIAL</b>		
Current & Former Premiers	Half-masting will occur	All identified civic locations with capability to half-mast.
Current Crowsnest Pass member of provincial government	Half-masting will occur	All identified civic locations with capability to half-mast.
Workers' Mourning Day (Apr 28)	Half-masting will occur	Half masting will not occur
Remembrance Day (Nov. 11)	Half-masting will occur	All identified civic locations with capability to half-mast.
<b>MUNICIPAL</b>		
Mayor (In office & former)	Half-masting may occur*	All identified civic locations with capability to half-mast.
Councillor (in office & former)	Half-masting may occur*	All identified civic locations with capability to half-mast.
Municipality of Crowsnest Pass Employee (current)	Half-masting will occur	All identified civic locations with capability to half-mast.

**\*In the case of former Mayor or Councillors we will half-mast the flags providing we receive notification of the death by obituary or another form. If the Municipality isn't aware of the funeral or death and the time period has lapsed, flags will not be half-masted retroactively.**

### Appendix "B" Municipal Flag Inventory



**Appendix "B"**  
**Municipal Flag Inventory**

<b>Location</b>	<b>Number</b>	<b>Flag(s)</b>	<b>Half-Mast</b>
Municipal Office	Three	Canadian, Provincial and Municipal	Yes
Fire Station 1	One	Canadian	No
Fire Station 2	One	Canadian	No
Fire Station 3	One	Canadian	No
Fire Station 4	One	Canadian	No
Elk's Hall	One	Canadian	No
Gazebo Park	One	Canadian	No
Blairmore War Memorial	Three	Canadian, Provincial and Municipal	Yes