

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-22			Flags
Approval	D/M/Y	Resolution #	
Adopted	24/04/2017	17.161	

STATEMENT:

The Town of Vulcan requires a policy to establish the process for ensuring proper protocol for Canadian, Provincial, Town and other flags is followed, and to ensure that all flags at municipal facilities and green spaces are flown and displayed in a consistent and appropriate manner.

1. Policy

- 1.1** The Town of Vulcan through its community flag program has a substantial number of flags in various greenspaces throughout the Town. This policy applies to all properties and facilities owned and operated by the Town of Vulcan including those established as part of the community flag program.
- 1.2** All flags, including the National flag of Canada, the Union Jack, the flags of each Province and the Town of Vulcan flag are symbols of honor and pride for our citizens and should be treated with respect.
- 1.3 Town Facility Flags** are located at:
- (a) The Town Office
 - (b) The Vulcan Pool
 - (c) The Virginia Mitchell Campground
 - (d) Vulcan Bell Tower
- 1.4 Community Flag Program** Flags are located at:
- (a) East Entrance Service Road Greenspace
 - (b) West Entrance Greenspace
 - (c) Memorial Park including the Cenotaph

2. Flag Maintenance and Disposal

- 2.1** Flags shall be inspected and changed as determined by public works, semi-annually in conjunction with the Provincial time change dates. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

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3. Town Flag

- 3.1** The Town of Vulcan Flag will be flown at all Town facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or Town of Vulcan Flag may be displayed
- 3.2** The Town Flag should be flown or displayed properly and treated with dignity and respect.
- 3.3** The Town Flag shall not be used for commercial purposes by any organization.
- 3.4** The Town of Vulcan 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.

4. Displaying Flags

- 4.1** Flags will be flown and displayed in accordance to the manner outlined by the Department of Canadian Heritage at their website, www.pch.gc.ca.
- 4.2** Where the Town of Vulcan Flag is flown or displayed with the Canadian Flag, the Canadian Flag will take the place of honour, which is to the left to the observer of the flags and the Town of Vulcan Flag on the right.
- 4.3** Where the Town of Vulcan Flag is flown or displayed with the Canadian Flag and Province of Alberta Flag, the Canadian Flag will occupy the centre position to the observer of the flag, the Province of Alberta Flag to the left and the Town of Vulcan Flag to the right.
- 4.4** When using flags with a speaker's podium, the flags may either be positioned directly behind, or to the left of the podium from the observer's view of the speaker. Furthermore, flags shall be positioned in accordance to the manner outlined by the Department of Canadian Heritage as outlined in sections 4.2 and 4.3 of this policy.
- 4.5** When hung indoors without a flagpole, flags must be hung horizontally or vertically.
- 4.6** In the event that multiple flags are flown together, the flags should be identical in size and flown from separate flagpoles.
- 4.7** When multiple flags are to be raised and lowered, and where it is not possible to perform this task at the same time, the flags will be raised and lowered in accordance to rank, with the Canadian Flag first, followed by the Province of Alberta Flag, followed by the Town of Vulcan Flag.

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5. Half-Masting

5.1 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. When one flag is flown at half-mast, all flags flown together should also be at half-mast.

5.2 To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service.

5.3 Flags flown at Town facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following persons:

- (a) Her Majesty the Queen and members of the Royal Family;
- (b) Canadian Prime Minister;
- (c) A present day elected area representative of the Federal or Provincial governments;
- (d) Past or present Mayor and Members of Council;
- (e) Present day employees of the Town of Vulcan;
- (f) As directed by Proclamation from the Governor General of Canada or Lieutenant Governor of Alberta;
- (g) A person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.

5.4 Flags flown at Town facilities shall be lowered to a half-mast position from sunrise to sunset to observe the following days:

- (a) Workers' Day of Mourning (April 28)
- (b) Remembrance Day (November 11)
- (c) As directed by Proclamation from Town Council

5.5 Community Flag Program Flags shall only be lowered to a half-mast position, where it is feasible to do so, upon receiving a written request from Vulcan residents, and following a motion of approval from Town Council. Consideration should only be given to extraordinary circumstances or events.

6. Special Occasion Flags

6.1 The Town of Vulcan may fly special occasion flags to celebrate a particular date or event of significance to the Town. Council will decide which flags will be flown for special occasions by motion.

6.2 Flags flown by special request will take the place of the Town Flag for the duration that the request is granted, or for an appropriate period specified by Council to mark an event.

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- 6.3** Community groups or organizations shall make this request in writing, specifying the description of the flag, location(s) to be flown, the date to be raised, and time frame for which they shall remain in place.
- 6.4** If the request meets the requirements and is approved by Council by motion, administration shall proceed with the implementation of the flag raising.
- 6.5** Flags flown for special occasions, groups, or events will be flown on the flagpole reserved for the Town flag. At no time will the National or Provincial flag be replaced by a special occasion flag.
- 6.6** The Town of Vulcan reserves the right to choose which flags may or may not be flown at Town owned properties.

- END OF POLICY-

