



**Town of Altona**

**Flag Policy**

## **POLICY STATEMENT**

The Town of Altona acknowledges that flags are a symbol of honour and pride and wishes to institute a policy which will show respect and dignity for the flags while providing opportunities to bestow an honour or express a collective sense of sorrow through the action of lowering flags to half-mast.

## **PURPOSE**

The intent of the policy is to provide clear guidance and direction to Town staff as to the appropriate times and process for lowering flags to half-mast on municipal flagpoles.

## **DEFINITIONS**

**Flag(s):** Includes the National Flag of Canada, National Flag of Australia, Flag of the Province of Manitoba and the Town of Altona Municipal flag or any other flag permitted to be flown on a Town of Altona municipal flagpole.

**Half-mast:** The position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but generally, the centre of the Flag should be half-way down the mast.

**Municipal Flagpole:** Includes all flagpoles on Municipal Property under the care or control of Municipal staff.

## **SCOPE**

This Policy applies to all flags flown on Municipal Flagpoles.

## **POLICY**

### **1) FLYING OF FLAGS ON MUNICIPAL FLAGPOLES**

(a) The only flags flown on municipal flagpoles will be the National Flag of Canada, the National Flag of Australia, the flag of the Province of Manitoba or the Town of Altona Municipal Flag.

(b) The Town of Altona will adhere wherever possible to the Flag Etiquette guideline provided by the Government of Canada.

(c) Only one flag shall be flown per pole.

(d) Where there is only one flag pole, the National Flag of Canada shall be flown.

(e) Notwithstanding 2(a-e), the following flags may be raised on municipal flagpoles regularly occupied by the flag of the Province of Manitoba:

- i. the flag of a State recognized by Canada when an official representative is visiting the Town or an official representing a municipality officially linked to the Town of Altona through a Sister City, Twin City or similar arrangement.
- ii. a flag intended to recognize a significant event or activity sponsored or supported by the Town including special commemorations, as approved by declaration of Council.

## **2) RULES FOR HALF-MASTING OF FLAGS**

(a) When a flag is lowered to half-mast if already lowered, it should be first raised to masthead.

(b) Flags on municipal flagpoles shall be lowered to half-mast as a symbol of mourning. When half-mast, all flags on municipal flagpoles fitted with halyards and pulleys will be lowered to half-mast. At no time will only one flag on a series of flag poles be lowered to half-mast.

(c) Flags shall be lowered to half-mast as soon as possible after the time of notification until sunset of the day of the funeral or memorial. When a funeral or memorial service will not be scheduled within two weeks of the notification, the flags will be lowered to half-mast for a period of at least 72 hours and then again on the date of the funeral or memorial service, or for a different duration as advised by the Government of Canada or decided upon by the Mayor, Acting Mayor or Chief Administrative Officer.

(d) Flags shall be lowered to half-mast upon notification of the death of the following:

- i. the Sovereign or a member of the Sovereign's immediate family
- ii. the Governor General or a former Governor General
- iii. the Prime Minister or a former Prime Minister
- iv. the Lieutenant Governor or a former Lieutenant Governor
- v. the Provincial Premier or a former Provincial Premier
- vi. the current local Members of the Federal or Provincial Parliaments
- vii. a current member of Council
- viii. a current member of staff or member of the volunteer fire department

ix. a current or former resident of the Town of Altona who is a member of the Armed Forces of Canada and is killed in the line of duty.

(e) The Mayor, Acting Mayor or Chief Administrative Officer may approve the lowering of flags to half-mast:

i. in response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.

(f) Notwithstanding clause 2(c), during periods of half-mast, the flags on all municipal flagpoles must be flown at full-mast on the following legal holidays created under the Holiday Act: Victoria Day and Canada Day.

(g) The Chief Administrative Officer when advised of the death or significant mourning event shall direct flags to be half-masted and shall direct the preparation and distribution of a notice to the public and staff of the reason and duration of the half-mast.

## **COMPLIANCE**

In cases of policy violation, the Town may investigate and determine appropriate corrective action.