	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services


Policy Statement:

The Town of Vegreville recognizes that flags are important symbols of honor and pride and must be treated in a respectful and consistent manner.

The Town of Vegreville further recognizes the requirement to have a clear policy to establish the reasons and rules on when flags may be raised and lowered. The policy is for both staff and the public to understand the events in which trigger the raising and lowering of flags.

Unless stated otherwise in this policy, the Town of Vegreville will follow the established flag protocols, practices and etiquette outlined by the [Government of Canada](#) and the [Province of Alberta](#); primarily the National Flag of Canada Etiquette and the Government of Alberta Flag Etiquette guidelines.

The Municipal Flagpole(s) at the headquarters of the local RCMP detachment is exempt from this policy, in recognition that the RCMP is a commission of the Federal Government, established under the Royal Canadian Mounted Police Act, and thus observe Federal protocols.


	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003-1.0 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services

1.0 Purpose

The Town of Vegreville will ensure that all Flags at Town facilities are flown and displayed in a consistent and respectful manner. To celebrate together the strength of Vegreville’s diversity and inclusivity, the Town offers the opportunity for communities to raise National Flags of other countries and community flags on the designated Community Flagpoles enhancing awareness of special occasions and activities.

This Policy applies and relates to:

- 1.1** The display, maintenance and disposal of flags flown at Town facilities;
- 1.2** The protocol for flying the National Flag of Canada at municipal buildings and specifically when the National Flag of Canada will be flown at Half-Mast and;
- 1.3** Displaying flags/flag raisings of other national and community flags flown on the Community Flagpole.
- 1.4** This Policy is not meant to impede the standards of practice of the Vegreville Emergency Services Department with regards to honoring their members or other fire and emergency personnel who have died in the line of duty.

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Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003-2.0 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services


2.0 Related Information

2.1 Applicable locations for Half-Masting of the National Flag of Canada:

- 2.1.1 Town Administration;
- 2.1.2 Post Office;
- 2.1.3 RCMP detachment; and
- 2.1.4 Emergency Services Building.


2.2 Applicable locations for community flag raising:

- 2.2.1 Vegreville Sign, West - Highway 16A West Entrance Sign
- 2.2.2 Vegreville Sign East - Highway 16A East Entrance Sign

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Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003-3.0 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services

3.0 Definitions

- 3.1 **Banner** means a rectangular piece of cloth or material bearing a symbol, logo, slogan or other promotional message and does not have Flag status (e.g., event banners, Town promotional banners or banners for organizations or companies);
- 3.2 **Cause** means a goal or activity intended to achieve a social outcome;
- 3.3 **Community Flagpoles** means the Municipal Flagpoles located at the east and west Vegreville signs on Highway 16A. The Community Flagpoles are intended to provide opportunities for Community Groups to display their Flag to recognize a significant event or activity sponsored or supported by the Town, including special commemorations;
- 3.4 **Community Group** means a not-for-profit group established under Alberta or Canadian statute for the purpose to carry on activities benefitting the community;
- 3.5 **Flag** means a rectangular piece of cloth bearing the identification symbol of nations, provinces, municipalities, or groups, but does not include banners. Flags include the:
 - 3.5.1 National Flag of Canada;
 - 3.5.2 Flag of the Province of Alberta;
 - 3.5.3 Town of Vegreville Municipal Flag; and
 - 3.5.4 Any other Flag authorized by Town Council to be flown on a Town of Vegreville Community Flagpole.
- 3.6 **Half-Mast** means the position of the Flag half-way down the mast or pole;
- 3.7 **Municipal Flagpole** means the flagpoles on or within Town property. These are reserved for any of: the National Flag of Canada, Flag of the Province of Alberta, and the Town of Vegreville Municipal Flag.

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Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003-4.0 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services

4.0 Responsibilities

4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:


- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Supervisors to:

- 4.4.1 Understand and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure by advising the Communications & Marketing Manager for internal and external dissemination.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.

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Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003-5.0 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services

5.0 Service Standards/Expectations


5.1 For the purposes of Half-Masting of the Canadian Flag and Provincial Flag within the Town of Vegreville, the following Flags will be considered official Flags for this purpose.

- 5.1.1 Town administration;
- 5.1.2 Post Office;
- 5.1.3 RCMP detachment; and
- 5.1.4 Emergency Services Building

5.2 In the case of National or Provincial Causes for the Half-Masting of Flags, the duration shall be established by the appropriate federal or provincial protocol offices.


5.3 Flags will be flown at Half-Mast from start of business to end of day on:

- 5.3.1 April 28, National Day of Mourning (for those who have suffered and died in the workplace);
- 5.3.2 First Sunday in June - Royal Canadian Legion, Declaration Day (**Riverside Cemetery ONLY**);
- 5.3.3 June 23, National Day of Remembrance for Victims of Terrorism;
- 5.3.4 Second Sunday in September of each year, Canadian Fallen Firefighters Memorial Day;
- 5.3.5 September 30, National Day for Truth and Reconciliation;
- 5.3.6 Last Sunday in September of each year, Police and Peace Officers National Memorial Day (to honor fallen Canadian Police and Peace Officers);
- 5.3.7 October 4, National Day of Action for Missing and Murdered Indigenous Women and Girls;
- 5.3.8 November 11, Remembrance Day;
- 5.3.9 December 6, National Day of Remembrance and Action on Violence Against Women; and
- 5.3.10 Any other day as directed by majority vote of Town Council.

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5.0 Service Standards/Expectations Continued

- 5.4 Regardless of a death or designated day, Flags must be flown at full-mast on Canada Day and Victoria Day (*Holidays Act R.S.C. c H-5*).
- 5.5 Flagpoles and Flags shall be displayed in Council Chambers at the discretion of Council.
- 5.6 Flags may be displayed at any official event where the Mayor or Deputy Mayor is officiating a municipal event upon request of the Mayor or Deputy Mayor. When other levels of government are participating, the corresponding Flag shall be displayed, if appropriate. Where the event is of significance that warrants the display of Flags, the appropriate Flag shall be displayed in accordance with this policy.
- 5.7 The Flag of visiting jurisdictions. The Mayor may approve the raising of any of the following:
 - 5.7.1 the Flag of the United Nations;
 - 5.7.2 the Flag of a nation or state recognized by Canada the nation’s sovereign or the sovereign’s representative is visiting the Town;
 - 5.7.3 the Flag of a Canadian jurisdiction when an official representative is visiting the Town;
 - 5.7.4 In the event of a visit by a dignitary to a Town of Vegreville facility, the Town may fly a Flag representing that dignitary. The flying of a Flag to mark the dignitary’s visit will be made only after consulting with an appropriate protocol officer responsible for coordinating the visit; or
 - 5.7.5 Any one Flag the Mayor deems appropriate.

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	GOV-1003-6.0 Flag Protocol Policy May 14, 2018 May 25, 2022 Community Services

6.0 Community Flag Raising

6.1 Community Groups interested in displaying their Flag shall apply to the CAO via Schedule A: Application for Community Flag Raising as outlined in the Administrative Directive associated with this policy the Town of Vegreville will designate up to two (2) Community Flagpoles within the community as identified in Section 2.0 of this policy:


- 6.1.1 Vegreville Sign (East): The Vegreville signs located on Highway 16A (East at the Pysanka Park entrance).
- 6.1.2 Vegreville Sign (West): The Vegreville signs located on Highway 16A (West near the Composite High School).

6.2 The Community Flag Raising Criteria for approving or denying a request to use the Community Flagpoles will be:

- 6.2.1 To honor national or independence days important to the residents of Vegreville;
- 6.2.2 To support of fund-raising drives important to the residents of Vegreville;
- 6.2.3 To celebrate and support National community campaigns that promote awareness; or
- 6.2.4 To celebrate multi-cultural and civic events important to the residents of Vegreville.

6.3 The Community Flagpoles will not be used to fly Flags of:

- 6.3.1 Any Political Party;
- 6.3.2 Any Religious Group in support of fund-raising drives that are political or religious in nature;
- 6.3.3 In support of groups, organizations, or events that promote beliefs contrary to any other Town guiding principles;
- 6.3.4 If the intent is too contrary any municipal policies or bylaws;
- 6.3.5 If the intent is to defame the integrity of both Council and the municipality; and
- 6.3.6 If the event or organization has no direct relationship of the municipality.

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6.0 Community Flag Raising Continued

6.4 Applications are to be:

- 6.4.1 Reviewed by the CAO to determine consistency with this Policy, and will: If the Flag raising was previously approved by Council within five (5) years of the current request, and is consistent with this Policy, approve the Flag raising and note it on a Council Agenda for information purposes;
 - a) Applications under Section 6.4(a) must be submitted at least one (1) week prior to the day requested for the raising;
- 6.4.2 Submitted a minimum of three (3) weeks prior to day requested for raising if the Flag raising was not previously approved by Council or was approved by Council more than five (5) years before the current request. The recommendation is made to Council to approve or deny the application on a Council Agenda prior to the date of the proposed Flag raising.

6.5 General rules for the use of the Community Flagpoles are as follows:

- 6.5.1 Approvals and use of the Community Flagpole(s) will be granted on a first-come, first-served basis;
- 6.5.2 Community Groups will provide two Flags (three (3) feet x six (6) feet in dimension, with grommets) at least three (3) business days prior to Flag raising;
- 6.5.3 Flags will be flown for up to a maximum of one (1) week at a time, unless an extension is authorized by the CAO through Council direction;
- 6.5.4 When the Community Flag raising is for the Flag of another nation or Canadian jurisdiction, the Flags of the Town of Vegreville Flag Display will be ordered from left to right as follows: (1) National Flag of Canada; (2) Provincial Flag of Alberta (3) Vegreville Municipal Flag; and (4) community Flag.

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7.0 Related Documents

7.1 National Flag Etiquette


<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/about.html>

7.2 Rules for Half-Masting the National Flag of Canada (Department of Canadian Heritage)

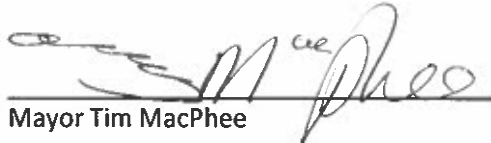
<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>

7.3 Government of Alberta: Flag Etiquette

<https://www.alberta.ca/protocol-flag-etiquette.aspx>

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8.0 End of Policy



 Mayor Tim MacPhee



 Christopher Leggett, CAO

**“Schedule A”
Application for a COMMUNITY FLAG RAISING**

Community Groups can apply to fly a Flag at Town of Vegreville Community Flag locations identified in Section 2 of this policy to mark a special event. Send your request at least three (3) weeks before the event, unless previously approved within the past five (5) years.

We review and approve requests on a first-come, first-served basis. We cannot accept or approve requests from business, religious or political groups.

Please provide two Flags (three (3) feet x six (6) feet in dimension, with grommets), at least three (3) business days prior to Flag raising. We can hold a small event to raise the Flag on a weekday, between 9:30 and 11:30 a.m. We also provide a certificate from the Mayor to mark the event.

Flags fly during the event or up to a maximum of seven (7) days. Flags may be picked up at the Town Administration Office once the Flags have been removed.

Requester Details

Name of Organization:	
Address:	
Contact Name:	
Telephone:	
Email Address:	

Flag Raising Details

Purpose of flag display	
Proposed date of flag raising	
Duration of flag display (max 7 days)	
Do you want a ceremony?	
Proposed time of ceremony?	
Number of participants	
Do you want Town Council representation at ceremony?	

The personal information collected on this form is collected under the authority of the Freedom of Information and Privacy Act and will be used to process requests and for statistical reporting. If you require assistance, please contact the Legislative Coordinator at 780.632.2606 or by email at vegtown@vegreville.com