



# County of Lethbridge Policy Handbook

**EFFECTIVE:** December 6, 2001      **SECTION:** 100 NO. 139 Page 1

**APPROVED BY:** County Council      **SUBJECT:** Flag Policy

**REVISED DATE:**

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## PURPOSE AND INTENT

To establish guidelines for the County of Lethbridge to properly display the Canadian National flag.

## POLICY

The County of Lethbridge intends on displaying the Canadian National Flag in conjunction with its own flag and the Provincial Flag at the Administration Building (or any other municipal building). The County recognizes that the flag must be displayed in a manner befitting the national emblem. It also recognizes that at times, the flag will be flown at half-mast position as a sign of mourning.

## GUIDELINES AND PROCEDURES

1. The Canadian flag should always be flown aloft and free.
2. The National Flag of Canada is flown in conformity with rules adopted by the Government in 1966. (Dept. of Canadian Heritage)
3. The flag may be flown by night as well as by day.
4. The top left (first) quarter or canton should be placed in the position nearest the top of the staff.
5. When only three flags are displayed, the National Flag should be at the centre.
6. The National Flag should be raised first and lowered last.
7. Flags are flown at the half-mast position as a sign of mourning. The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position. On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast.
8. Flags are flown at half-mast when directed by the Department of Canadian Heritage. The following are examples of the practice:



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- Across Canada and abroad, on the death of the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son or daughter, father, mother, brother or sister), the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister.
  - Within a province, on the death of the Lieutenant Governor, the Premier or another person similarly honored by that province.
  - Within his/her own riding, on the death of the Member of the House of Commons, or the Member of the Provincial/Territorial Legislature.
  - At his/her place of residence, on the death of a Senator, a Canadian Privy Councillor, or a Mayor/Reeve.
  - “Death” may be taken to include the day of death and up to and including the day of the funeral.
9. Flags are also half-masted subject to special instructions on the death of members of the Royal Family other than those related in the first degree to the Sovereign, a Head of a Foreign State, or some other person whom it is desired to honor.
  10. Flags are also half-masted subject to special instructions from the Reeve, County Council or the County Manager.
  11. When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.
  12. This policy is subject to review to ensure that it remains in conformance with the rules and proper etiquette for displaying the national flag.