



VILLAGE OF BERWYN

Village of Berwyn Flag Policy

Purpose:

To establish a policy for flags to be displayed, lowered, and maintained at the Village of Berwyn Municipal Facilities.

Scope:

This policy applies to all federal, provincial, and municipal flags at all Village owned facilities. Only flags at the Village Administration Building will be lowered to half-mast when required to do so by this policy.

Legislation:

- Flag Etiquette Canada
- Government of Alberta Protocol Office

Dignity of the Flag

The National Flag of Canada should be displayed only in a manner appropriate for this important national symbol; it should not be subjected to dishonour or displayed in a position inferior to any other flag or ensign. The National Flag always takes priority over all other national flags when flown in Canada. The only flags that are given priority over the Canadian flag are the personal standards of members of the Royal Family and of Her Majesty's eleven representatives in Canada.

The National Flag of Canada should always be flown on its own mast ; flag protocol states that it is improper to fly two or more flags on the same mast (for example, one beneath the other). The following points should be kept in mind:

- the National Flag of Canada should not be used as a table or seat cover, as a masking for boxes or as a barrier on a stage or platform;
- it is not common practice to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, and should be discouraged;
- nothing should be pinned to or sewn on the National Flag of Canada; and
- the National Flag of Canada should not be signed or marked in any way. A border could be attached to its outside edge, which can be marked while leaving the Flag itself untouched.

When the National Flag of Canada is raised or lowered, or when it is carried in a parade or review, everyone present should face the Flag, remain silent and remove their hats. Those in uniform should salute.



VILLAGE OF BERWYN

Policy:

General Guidelines

1. All flags, including federal, provincial, and municipal flags are symbols of honour and pride and should be treated with respect.
2. Flags must be displayed in good condition, with no holes or tears.
3. Village of Berwyn will follow the protocols regarding flag order or precedence as directed by the Government of Canada and the Government of Alberta.
4. Village of Berwyn will not fly the flags/banners of community groups, charitable organizations, or any other group.

Half-mast guidelines

1. The Village of Berwyn recognizes that it is proper etiquette to fly the national flag at half-mast as a sign of mourning. The half-mast is at the directive of:
 - The Prime Minister's Office acting through Canadian Heritage;
 - The Premier's office acting through Alberta Protocol; or
 - The discretion of the Chief Administrative Officer (CAO)
2. Flags will be flown at half-mast from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
 - The Sovereign, the Governor General and the Prime Minister
 - Sovereign's Family
 - Former Governor General
 - Former Prime Minister
 - Chief Justice of Canada and Members of the Canadian Ministry
 - Lieutenant Governors
 - Privy Councillors and Senators
 - Members of the House of Commons
 - Accredited Heads of Mission to Canada while in Canada
 - Half-Masting Initiated by a Province or Territory



VILLAGE OF BERWYN

3. Special Days

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
- December 6, National Day of Remembrance and Action on Violence Against Women.

In addition, the Flag will be Half-masted on the Peace Tower:

- from sunrise to sunset on April 9, Vimy Ridge Day; and
- for the duration of the annual Memorial Service on Parliament Hill to remember deceased Parliamentarians.

4. Flags may be flown at half-mast at the discretion of the CAO for the following occasions:

- Half-masting initiated by the province – upon notification to the CAO, information dictating the reason, geographical extent and duration will be identified. The discretion to the CAO if the dignity identified is from the local area and/or appropriate for our municipality
- As a result of a significant event or circumstance. Should such an occasion arise, the CAO will consult with the Municipal Council and Alberta Protocol. A decision will be made as to whether the flag will be flown at half-mast, and if so, the extent and duration.

5. In the event of the death of a prominent citizen or Volunteer Firefighter the Village of Berwyn flag at the discretion of CAO and Council may be flown at half-mast.



VILLAGE OF BERWYN

Roles & Responsibilities:

The CAO will be notified of the death and is responsible for the following:

- Ensuring that this policy is enforced
- Notifying the Public Works department of the need to lower the flag and for how long

The Public Works department will:

- Lower the flag to half-mast upon request from the CAO and raise it after the predetermined length of time.
- Regularly inspect the flag for holes and tears and replace within a reasonable amount of time if deemed in poor condition.
- Dispose of damaged flags in a dignified way.