



Policy Number: 2026 – 10

Date of Issue: July 21, 2026

Page: 1 of 3

Motion Number: 2026 – XXX

Policy Subject/Title: FLAG PROTOCOL

Signature of Approval by Authorized Personnel: _____
Karrie A. Gau, CAO

Supersedes: N/A
Date of Last Update

N/A
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

The purpose of this policy is to establish guidelines and procedures for the flying and half-masting of flags on flagpoles on Town property to ensure consistency and respect. Flags are to be treated as important symbols. The act of half-masting is a dramatic visual statement that speaks to the sense of shared loss and sorrow.

DEFINITIONS:

Exceptional Circumstances: a tragic or catastrophic event or death that is not covered in this policy that significantly impacts the overall community.

Flagpole: outdoor municipal flagpoles on Town property.

Flags: the National flag of Canada, the flag of the Province of Alberta, the flag of the Town of Wainwright, and the Treaty No. 6 Territory flag.

Full-Mast: the flag is positioned at the top of the mast.

Half-Mast: the position of the flag when flying half-mast depends on its size, the length of the mast, and its location. As a general rule, the center of the Flag must be exactly halfway down the mast.

Town Property: any building or lands owned by the Town of Wainwright.

PROCEDURES:

1. This policy applies to all Flags that are flown on Flagpoles on Town Property.
2. Flagpoles are designated to fly the National Flag of Canada, the Flag of the Province of Alberta, the Flag of the Town of Wainwright, and the Treaty No. 6 Territory Flag; as such, the flags of service clubs or special interest groups must not be flown on Flagpoles.
3. If there are two (2) Flags flown, the National Flag of Canada must be to the left, with the second-ranking Flag on the right (to the observer facing the display).
4. If there are three (3) Flags flown, the National Flag of Canada must be at the center, with the second-ranking Flag left of center and the other Flag on the right (to the observer facing the display).
5. If there are more than three (3) Flags flown, the National Flag of Canada must be to the left of all other Flags (to the observer facing the display).
6. All Flags must be flown on their own mast.
7. Flags must be in excellent condition, and must be free of holes, tears, frayed edges, and fading.
8. Flags must always be flown at either Half-Mast or Full-Mast.
9. Flags must be flown at Full-Mast on Victoria Day and Canada Day, unless the Flag is at Half-Mast for the death of the Sovereign, the Prime Minister, or the Governor General.
10. All procedures not provided for in the policy must be decided in accordance with the following:
 - Government of Canada Rules for Flying the National Flag of Canada;
 - Government of Canada Rules for Half-Masting the National Flag of Canada;
 - Department of Canadian Heritage National Flag of Canada Guidelines; and
 - Government of Alberta Protocol Office Flag Etiquette Guidelines.

HALF-MASTING PROTOCOL

1. On occasions requiring one Flag to be flown at Half-Mast, all Flags flown together in the same display must also be flown at Half-Mast.
2. Should any event requiring the Flags to be Half-Masted or raised fall on a holiday or weekend, the Flags may be lowered or raised on the working day before or following the holiday or weekend.

3. Flags must be Half-Masted as soon as possible upon notification of the death of the following figures, until sunset on the day of the funeral or memorial service:
 - the Sovereign, the Sovereign's spouse, the Heir to the Throne, or the Heir to the Heir of the Throne;
 - current or former Prime Minister;
 - current or former Governor General;
 - current Lieutenant Governor;
 - current local Member of the Federal or Provincial Parliaments;
 - current or former Premier of Alberta; and
 - a member of the Armed Forces of Canada killed in the line of duty at CFB Wainwright.
4. Notwithstanding section 3, when a funeral or memorial service will not be scheduled within two (2) weeks of the notification of death, Flags may be lowered to Half-Mast for a period of at least seventy-two (72) hours and then again on the date of the funeral or memorial service from sunrise to sunset.
5. Flags must be flown at Half-Mast from sunrise to sunset to commemorate the following occasions:
 - National Day of Remembrance of the Battle of Vimy Ridge (April 9);
 - Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day) (April 28);
 - National Day of Remembrance for Victims of Terrorism (June 23);
 - Firefighters' National Memorial Day (second Sunday in September);
 - Police and Peace Officers' National Memorial Day (last Sunday in September);
 - National Day for Truth and Reconciliation (September 30);
 - Remembrance Day (November 11); and
 - National Day of Remembrance and Action on Violence Against Women (December 6).
6. Requests for the Half-Masting of Flags must be directed to the Chief Administrative Officer.
7. In Exceptional Circumstances, if approved by the Mayor (or in the Mayor's absence, the Deputy Mayor), in consultation with the Chief Administrative Officer, Flags may be lowered to Half-Mast for a duration deemed appropriate by the approver.

REVIEW CYCLE:

This policy will be reviewed every three (3) years.