



Policy No. GP-2024-03

Flag Policy

Motion: 2024-108

Policy Purpose

The purpose of the Flag Policy is to establish a protocol for the flying, raising, lowering, and half-masting of flags at Town facilities and properties to ensure that all flags are being flown and displayed in a consistent and appropriate manner.

Policy Statement

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

Flag Flying Protocol

With respect to the flags flown by the Town of Raymond:

1. Flags will be flown on separate poles.
2. Flags may be flown at night.
3. Flags that are to be flown will be maintained in excellent condition, with no holes, tears, or other visible damage.
4. Town facilities will fly up to three flags at a time, being the national Flag of Canada, the Flag of the Province of Alberta, and the Flag of the Town of Raymond.
 - a. For one week leading up to September 30th each year, the Survivor's Flag will be flown in place of the Flag of the Town of Raymond Town Hall building location for the National Day of Truth and Reconciliation.
5. If there are two flags flown, the National Flag of Canada must be located on the flagpole to the left.
6. If there are three flags flown, the National Flag of Canada must be located on the center flagpole.

Half-Masting Protocol

The Town of Raymond will lower flags to half-mast from the notification of death until the day following the funeral or memorial service for:

1. The Sovereign
2. The currently serving and any former Prime Minister

3. The currently serving Member of Parliament representing the Town of Raymond
4. The currently serving Member of the Legislative Assembly representing the Town of Raymond
5. Current members of Raymond Town Council
6. Past mayors of the Town of Raymond

Flags will additionally be flown at half-mast on the following dates:

1. November 11th, Remembrance Day, from 11:00am until Sunset at the Museum
2. September 30th, National Day for Truth and Reconciliation, sunrise to sunset.

At Council's discretion, flags may be flown at half-mast to mark other significant occasions or circumstances.

When flags are to be flown at half-mast, it will occur at the following locations:

1. Raymond Town Hall
2. Raymond Community Centre
3. Raymond Pioneer Museum

Responsibilities

Responsibility for ensuring that this policy is enforced shall fall to the Chief Administrative Officer, or an otherwise designated officer.

Amendments

1. Original Version: June 4, 2024
 - a. Motion: 2024-108