
Flag Protocol & Half-Masting Policy

Policy Number: CP225/2025
Approval Date: November 4, 2025
Supersedes Policy: N/A - New

SECTION A

1.0 Policy Purpose

- 1.1 To establish a consistent and respectful protocol for the display of flags on Morinville property and the lowering of flags to half-mast to mark occasions of national, provincial or local significance.

2.0 Definitions

- 2.1 “Flag Protocol” – The accepted procedures for the placement, raising and lowering of flags, including the order of precedence and the appropriate circumstances for half-masting.
- 2.2 “Half-mast” – The act of lowering a flag to the halfway point on a flagpole to signify mourning, remembrance or honour.
- 2.3 “Canadian Order of Precedence for Flags” – A nationally recognized protocol outlining the sequence in which flags are to be displayed when multiple flags are flown. The order reflects national, Indigenous (Treaty 6), provincial, municipal, and other representative flags.
- 2.4 “Designated Facilities” – Town of Morinville buildings, spaces, or infrastructure where official flagpoles are installed and maintained, including but not limited to Civic Hall, the Morinville Leisure Centre, Morinville Fire Department, Lav III Monument and other municipal sites that have flagpoles installed.
- 2.5 “Commemorative Flag” – A non-governmental flag that represents a cause, identity, or organization and may be displayed with prior approval.

- 2.6 “Authorized Official” – The Chief Administrative Officer (CAO) or designate.
- 2.7 “Morinville or Municipality” means the Town of Morinville as incorporated under the *Municipal Government Act* R.S.A. 2000, C. M-26 as amended.

3.0 Policy Statements

- 3.1 Morinville recognizes the symbolic importance of flags as emblems of pride, identity and remembrance.
- 3.2 Morinville follows the established flag etiquette outlined by the Government of Canada and the Province of Alberta, and aims to ensure respectful, inclusive and consistent practices in flag display and half-masting.
- 3.3 Morinville flags are displayed following the protocol outlined in the Canadian Order of Precedence for Flags.
- 3.4 Flags at Designated Facilities will be lowered to half-mast to mark solemn occasions as per the special days outlined by the Government of Canada and the Government of Alberta annual half-masting days, and in other instances directed by an Authorized Official. Such occasions include:
- 3.4.1 National Day of Remembrance of the Battle of Vimy Ridge (April 9)
 - 3.4.2 National Day of Mourning (April 28)
 - 3.4.3 National Day of Remembrance for Victims of Terrorism (June 23)
 - 3.4.4 Firefighters’ National Memorial Day (Second Sunday in September)
 - 3.4.5 Police and Peace Officers National Memorial Day (Last Sunday in September)
 - 3.4.6 National Day for Truth and Reconciliation (September 30)
 - 3.4.7 Remembrance Day (November 11)
 - 3.4.8 National Day of Remembrance and Action on Violence Against Women (December 6)
 - 3.4.9 The death of:
 - 3.4.9.1 A current or former elected municipal official.
 - 3.4.9.2 A current employee of Morinville.
 - 3.4.9.3 A person of local, provincial, or national significance at the discretion of an Authorized Official.
 - 3.4.10 Other circumstances as deemed appropriate by an Authorized Official
- 3.5 Requests for the display of commemorative flags will be reviewed by the CAO or designate and considered on a case-by-case basis to ensure alignment with Morinville’s values, scheduling availability, and connection to a recognized awareness day, non-partisan cause, or organization of significant community relevance.

- 3.6 Flagpoles must be in good condition and meet safety standards. Damaged flags must be replaced as soon as possible, and flags must be properly stored and maintained when not in use.
- 3.7 In the event of inclement weather or technical limitations, Morinville reserves the right to delay or adjust the flag display schedule while maintaining the intent of the occasion.

4.0 Review Date

- 4.1 For the purposes of ensuring that this Policy is revised for ongoing relevancy and necessity, a review will occur prior to December 31, 2028. The Policy shall be brought forth and repassed in its present or amended form or rescinded.
- 4.2 This Policy shall remain in effect if the review date passes prior to Council review.

SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

3.0 Review/Revision History and Author Corporate Communication, October 2025.

ORIGINAL SIGNED

Simon Boersma
Mayor

ORIGINAL SIGNED

Michelle Hay
Chief Administrative Officer