

Policy Number:	C-713
Policy Owner:	Legislative Services
Adopted By:	Council
Adoption Date:	2026 May 12
Effective Date:	2026 May 12
Date Last Amended:	New
Date Last Reviewed:	New

Purpose

- 1 The purpose of this policy is to govern the display and disposal of flags on flagpoles at all Rocky View County sites and in Council Chambers.



Policy Statement

- 2 The County follows flag etiquette that is consistent with the protocol established by the Government of Alberta and the Government of Canada.



Policy

- 3 All flags on County flagpoles are raised, lowered, flown, maintained, and disposed of in accordance with Canadian Heritage guidelines.
- 4 Canadian Heritage guidelines take precedence in the event of an omission or conflict with this policy.

Displaying the Flag

- 5 Flags are flown on separate flagpoles.
- 6 Flags are flown at the same height.
- 7 Flags flown must all be the same size.

- 8 Flags are flown at night.
- 9 Flags must be in good condition.
 - (1) When a flag becomes worn, noticeably faded or otherwise unfit for display, it is replaced and disposed of according to Canadian Heritage's guidelines.

Precedence and Position of Flags

- 10 The order of flag precedence is as follows:
 - (1) the flag of Canada;
 - (2) the flag of Alberta; and
 - (3) the flag of Rocky View County.
- 11 The County follows the order of precedence for flags as established by Canadian Heritage:
 - (1) where a County site has one flagpole, the Canada flag is flown.
 - (2) where a County site has two flagpoles, the Canada flag is flown on the left and the Alberta flag is flown on the right from the perspective of an observer facing the display.
 - (3) where a County site has three flagpoles, the Canada flag is flown in the centre, the Alberta flag on the left and the County flag to the right, from the perspective of an observer facing the display.

Flag Half-masting at County Sites

- 12 Flags are half-masted annually from sunrise to sunset at all County sites on special half-masting days established by Alberta Protocol or Canadian Heritage.
 - (1) The County half-masts flags at all County sites for any additional day Canadian Heritage directs half-masting at:
 - (a) all Government of Canada sites across Canada;
 - (b) all Government of Canada sites in Alberta; or
 - (c) all Government of Canada sites in Rocky View County.

- (2) The County half-masts flags at all County sites for any additional day Alberta Protocol directs half-masting at:
 - (a) all Government of Alberta sites across Alberta; or
 - (b) all Government of Alberta sites in Rocky View County.

- 13 The County half-masts flags at all County sites from the time of notification of death until sunset the day of the funeral or memorial service in the event of:
 - (1) the death of a current County elected official; or
 - (2) the death of a current County employee who dies in the line of duty or by reason of the position they held with the County.

- 14 The County half-masts flags at all County sites on the day of the funeral or memorial service until the following morning in the event of:
 - (1) the death of a former County elected official; or
 - (2) the death of a current County employee whose death was not the result of a work-related incident.

- 15 If flags are already lowered to half-mast for one reason, such as a special half-masting day, then flags may be lowered on the next business day for another reason. Half-masting notifications which fall on a weekend or holiday will be lowered on the next business day.

- 16 The Reeve, in consultation with Council, may direct the Chief Administrative Officer to half-mast flags for solemn occasions not identified in this policy.
 - (1) The standard duration for County directed half-masting is three days from the time of the notification of incident.

- 17 This policy is not meant to impede the standards of practice of Rocky View County Fire Rescue Services or County Enforcement Services with regards to honouring their members. The Chief Administrative Officer will extend the time or location of half-masting at the request of these departments.

Flags on Display in Council Chambers

- 18 The flag of the County, Alberta, and Canada are the only flags displayed in Council Chambers located in County Hall.

- 19 The flags displayed in Council Chambers are displayed, maintained, and disposed of by the County in accordance with Canadian Heritage’s guidelines.
- 20 The flags displayed in Council Chambers are not subject to the half-masting protocol as outlined in this policy.

Temporary Flag Raisings

- 21 The County does not temporarily raise flags at County sites unless in alignment with Alberta Protocol or Canadian Heritage guidelines.



References

Legal Authorities	<ul style="list-style-type: none"> • N/A
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • <i>Death in Service Policy C-120</i>
Related Procedures	<ul style="list-style-type: none"> • N/A • Canadian Heritage's Rules for Flying the National Flag of Canada
Other	<ul style="list-style-type: none"> • Canadian Heritage's Guidelines for Flag Etiquette • Alberta Protocol Office Flags and Flag Use: Half-Masting Guidelines



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> • New
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> • New



Definitions

- 22 In this policy:
 - (1) “Canadian Heritage” means the Government of Canada’s Department of Canadian Heritage, as replaced or renamed from time to time;



- (2) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County or their delegate;
- (3) “County Hall” means Rocky View County Hall located at 262075 Rocky View Point, Rocky View County, Alberta;
- (4) “County site” means County Hall, all County fire halls, Rocky View Garden of Peace Cemetery, the Langdon Grader Shed, and any other properties owned and operated by the County;
- (5) “elected official” means a duly elected member of Rocky View County Council;
- (6) “half-mast” means the position of a flag on a flagpole, approximately halfway up the flagpole;
- (7) “Reeve” means the chief elected official of Rocky View County pursuant to the *Municipal Government Act*;
- (8) “Rocky View County” or “the County” means Rocky View County as a municipal corporation and geographical area within its jurisdictional boundaries, as the context requires; and
- (9) “special half-masting day” means a standing day of half-masting established by Alberta Protocol or Canadian Heritage.