

Mackenzie County

Title	Flags and Flag Protocol	Policy No:	ADM053
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Legislation Reference	Canadian Heritage – Rules for Half-Masting the National Flag of Canada Canadian Heritage – Rules for Flying the Flag Government of Alberta Protocol Office
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Purpose

The purpose of this policy is to provide direction and standards for all flags displayed at Mackenzie County facilities, when flags are to be flown at half-mast as a sign of mourning and to provide some rules of etiquette.

Scope:

The policy applies to federal, provincial, municipal, and fire department flags at all County-operated facilities. All flags located at Municipally Operated Buildings will be lowered to half-mast when required to do so, unless otherwise directed.

Definitions:

“Municipally Operated Buildings” – means the following buildings:

- a. Administration Buildings in Fort Vermilion, La Crete, and Zama
- b. Public Works Shops in Fort Vermilion and La Crete
- c. Fire Halls in Fort Vermilion, La Crete, and Zama

Guidelines/Procedures:

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 in excellent condition, with no holes or tears.
3. Mackenzie County will follow the protocols regarding flag order or precedence as directed by the Government of Canada and the Government of Alberta.
4. Mackenzie County will not fly the flags/banners of community groups, charitable organizations, or any other group.
5. The lowering of flags to half-mast is at the directive of:

- a. The Prime Minister's Office acting through the Canadian Heritage;
- b. The Premier's Office acting through Alberta Protocol;
- c. Alberta Fire Commissioner's Office; or
- d. The Reeve's Office acting through the Chief Administrative Officer's Office.

Half-Masting Guidelines

Mackenzie County recognizes that it is proper etiquette to fly the national, provincial and municipal flags at half-mast as a sign of mourning.

Mandatory Half-Masting

1. Flags will be flown at half-mast **from the time of notification of death until sunset on the day of the funeral or the memorial service** for the following:
 - a. The Sovereign and the Sovereign's family
 - b. The Governor General
 - c. The Prime Minister
 - d. Premier of Alberta or former Premier
 - e. A Member of the Legislative Assembly or Member of Parliament representing Mackenzie County.
 - f. Reeve or Member of Council (current or former)
 - g. Municipal Employee (current)
 - h. Municipal Volunteer Firefighter (current)
 - i. A serving local RCMP officer or ambulance service personnel in the line of duty.
2. Flags will be flown at half-mast **from the time of notification of death until sunset the following day AND from sunrise to sunset on the day of the memorial service** for the following:
 - a. Former Governor General
 - b. Former Prime Minister
 - c. Current Chief Justice
 - d. Current Member of the Canadian Ministry
 - e. Current Lieutenant Governor
 - f. Accredited Heads of Mission to Canada while in Canada

Discretionary Half-Masting

1. Discretionary half-masting can be approved by the CAO or Council for the following:
 - a. On the death of a former Municipal Employee or former Volunteer Fire Fighter.

2. Half-masting initiated by the Province – upon notification to the CAO, information dictating the reason, geographical extend and duration will be identified. It may be a discretionary decision of the CAO to decide if the dignitary identified is from the local area and if the half-mast procedure will/will not be appropriate for our municipality.
3. Flags may be flown at half-mast as a result of a significant event or circumstance. Requests for half-masting flags will come to Council for approval. If there is insufficient time between the request and a Council meeting, the Reeve will determine whether or not the flags will be flown at half-mast.

Special Days of Half-Masting

Flags will be half-masted from sunrise to sunset on the following days:

- a. **April 28** – National Day of Mourning (for those who have suffered and died in the workplace)
- b. **June 23** – National Day of Remembrance for Victims of Terrorism
- c. **Last Sunday in September** – Police and Peace Officers National Memorial Day
- d. **November 11** – Remembrance Day
- e. **December 6** – National Day of Remembrance and Action on Violence Against Women

Notifications

1. The CAO, or designate, is to be notified of the death and will advise on the appropriateness of the half-masting of the flag.
2. A message will be distributed from the CAO's office to advise why the flags have been half-masted for confirmation and awareness.

Inventory and Maintenance

1. All Municipal Administration Buildings shall maintain a supply of federal, provincial, and municipal flags.
2. Any flag that is deemed damaged should be replaced with a new flag. Damaged flags should be destroyed in a dignified manner.
3. Flags will be provided free of cost to Municipally owned or operated buildings for display at their buildings.

Responsibilities:

1. The Chief Administrative Officer (CAO) or designate will notify each Department when flags are to be flown at half-mast.
2. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	Date	Resolution Number
Approved	2014-10-14	14-10-678
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