



FLAGS

Policy Number:	12.211.01 2023ADP
Policy Review:	Every 5 Years
Policy Owner (Dept.):	Community Services
Reference(s):	Department of Canadian Heritage, Flags Administrative Directive, Flags Operating Standards, Holiday Act, https://www.alberta.ca/protocol-flag-etiquette.aspx

1. PURPOSE OF POLICY

- 1.1. This Policy establishes the protocol for flag display at Municipal Facilities and specifically when flags will be flown at half-mast.

2. POLICY STATEMENT

- 2.1. The City of Lacombe will follow practices which are consistent with accepted guidelines and standards and align with Canadian Heritage and Alberta Protocol. The City will fly the Canada, Alberta and City flags located outside at Municipal Facilities at half-mast on specified occasions of mourning.

3. APPLICABILITY

- 3.1. This policy governs the display, maintenance, and disposal of flags at Municipal Facilities.
- 3.2. This Policy comes into effect upon approval of the CAO.

4. NON-COMPLIANCE

- 4.1. Not following this Policy will result in not aligning established City practice or etiquette with customs the federal, provincial and local governments have observed for several years.
- 4.2. Rules applied by the Federal Government are not mandatory for individuals or organizations but are guidelines for persons who wish to display the Canadian flag and other flags in Canada.

5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **City** - the City of Lacombe
- 5.2. **Half-Mast** - the center of the Flag exactly half-way down the mast.
- 5.3. **Municipal Facilities** – the Lacombe City Hall both inside and outside, Lacombe Public Works, Gary Moe Sportsplex, Lacombe Police Station, Lacombe Fire Hall, Michener Park, and the Lacombe Memorial Centre.

6. ROLES AND RESPONSIBILITIES

6.1. Chief Administrative Officer

6.1.1. Approve this Policy.

6.1.2. Ensure staff compliance with this Policy.

6.2. Director of Community Services

6.2.1. To support compliance with the terms of this Policy.

6.2.2. Manage and administer this Policy including aspects of daily control and coordination.

6.3. Manager of Parks and Facilities

6.3.1. To support compliance with the terms of this Policy.

6.3.2. Maintain, replace, and dispose of and raise/lower flags in use at Municipal Facilities in accordance with federal and provincial guidelines, and the Flags Administrative Directive and Flags Operating Standards.

6.3.3. Ensure flagpoles and equipment at Municipal Facilities are in good operating condition.

6.3.4. Ensure appropriate notification to the Communications Department when a requestor is planning a ceremony that includes a flag raising.

6.3.5. Consult with Communications staff as required.

7. POLICY DETAILS

7.1. Flags will be raised, lowered, flown, maintained and disposed of in accordance with the Canadian Heritage Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag, and Alberta protocols.

7.2. Only one flag may be flown on each flag pole.

7.3. If three (3) flags are flown, the National Flag of Canada, the Provincial Flag of Alberta and the Flag of the City of Lacombe will be flown. The National Flag of Canada will be flown on the middle pole. If the National Flag of Canada is half-masted, all flags displayed with it shall also be flown at half-mast.

7.4. The National Flag of Canada will fly at half-mast if the Alberta Protocol Office issues a public notice to do so, for the duration specified in the public notice.

7.5. The National Flag of Canada will fly at half-mast from the time of notification of death until sunset the day of the funeral or memorial service for:

7.5.1. The Sovereign, the current Governor General of Canada or the current Prime Minister of Canada



- 7.6. The National Flag of Canada will be flown at half-mast from the time of notification of death until sunset of the day of the funeral; or if there is to be a memorial service, 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:
- 7.6.1. The spouse of the Sovereign, their heir to the throne or the heir to the heir to the throne
 - 7.6.2. Former governor generals of Canada
 - 7.6.3. Former prime ministers of Canada
 - 7.6.4. The current Lieutenant Governor of Alberta
 - 7.6.5. The current Premier of Alberta
- 7.7. The National Flag of Canada will be flown at half-mast from sunrise to sunset on the day of the funeral or memorial service for:
- 7.7.1. Former lieutenant governors of Alberta
 - 7.7.2. Former premiers of Alberta
 - 7.7.3. Current or former mayor of the City of Lacombe
 - 7.7.4. Current member of council of the City of Lacombe
 - 7.7.5. An employee of the City of Lacombe, who died in the line of duty
 - 7.7.6. A local serving RCMP officer, ambulance service personnel or national park warden who died in the line of duty
 - 7.7.7. A member of the Canadian Armed Forces, born in or current resident of the City of Lacombe, who died in the line of duty
- 7.8. Flags will be flown at half-mast from sunrise to sunset on:
- 7.8.1. Remembrance Day (November 11)
- 7.9. Flags must be flown at full-mast on Canada Day and Victoria Day, unless the flag is at half-mast for the death of: a British monarch, the Canadian Prime Minister, or the Governor General (*Holidays Act R.S.C. c. H-5*).

8. END OF POLICY

Original Signed

Signature of CAO

January 24, 2023

Date

ADMINISTRATIVE POLICY



POLICY RECORD

Approval and Amendment History

Date of Approval	Description
January 24, 2023	Approval of Administrative Policy

Review History

Date of Policy Owner's Review	Description/Action Taken or Required
January 2023	Replace Council Policy on Flags with Administrative Policy