

Town of High Level Policy 264-21

Title: **Flag Lowering Policy**
Authority: Council
Council Motion: Resolution# 150-21
Date: April 26, 2021
Rescinds: None

1. Purpose

The purpose of this policy is to establish when flags at the Town of High Level will be lowered to half-mast on flagpoles and to ensure the Town's practice is exercised in a consistent and appropriate manner.

2. Scope

This policy shall apply to Town of High Level employees assigned the responsibility of raising or lowering a flag.

3. Statement

Flags are to be treated as important symbols; the act of half-masting is a strong visual statement to bestow an honour and express a collective sense of sorrow.

The Town of High Level's Flag Lowering Policy is adapted to incorporate practices by the Alberta Protocol Office and Canadian Heritage.

4. Definitions

"Flag" shall mean the National Flag of Canada, the Provincial Flag of Alberta, and the Municipal Flag of the Town of High Level.

"Half-mast" shall mean the position of the Flag when flying at half-mast will depend on its size, the length of the mast, and its location. As a rule, the centre of the Flag should be exactly half way down the mast. When hoisted or lowered from the half-mast position, a flag should first be raised to the masthead.

5. Protocol

- The Town Council will approve the Municipal Flag of the Town of High Level. The Chief Administrative Officer (CAO) will approve flags specific to Town departments.
- The National Flag of Canada and the Provincial Flag of Alberta will only be half-masted on those flagpoles fitted with halyards and pulleys.

- The Town of High Level will half-mast the Municipal Flag on specific occasions to commemorate a solemn occasion.
 - The lowering of flags to half-mast will be at the request or direction of:
 - The Prime Minister's Office acting through Canadian Heritage (Canadian Flag)
 - The Premier's Office acting through the Alberta Protocol Office (Alberta Flag)
 - The Chief Administrative Officer's Office (Municipal Flag)
- a.** Flags must be half-masted as soon as possible upon notification of the death until sunset on the day of the funeral or memorial service, or a maximum of five days if no funeral or memorial service is held, for the following scenarios:
- The Sovereign or member of the immediate family of the Sovereign;
 - Current or former Prime Minister;
 - Current or former Governor General;
 - Current federal cabinet minister;
 - Current or former lieutenant-governor of Alberta;
 - Current local Member of the Federal or Provincial Parliaments;
 - Current or former Premier of Alberta;
 - Current provincial cabinet minister;
 - Current or former Mayor of High Level;
 - Current member of High Level's Town Council;
 - Current or former Chief of the Dene Tha' First Nation;
 - Current member of the Dene Tha' First Nation Council;
 - Current employee of the Town of High Level, including a current volunteer fire fighter.
- b.** Flags must be half-masted on the day of the funeral or memorial service, or a maximum of three days if no funeral or memorial service is held, for the following scenarios:
- Former Member of High Level's Town Council;
 - Former member of the Dene Tha' First Nation Council;
 - Former Chief of the Beaver, Tall Cree or Little Red River Cree First Nations;
 - Former employee of the Town of High Level, including a former volunteer fire fighter;
 - Current member of the Town of Rainbow Lake or Mackenzie County municipal councils;
 - Current Trustee for the Fort Vermilion School Division.

Flags must be flown at half-mast from sunrise to sunset to commemorate the following occasions:

- April 9, National Day of Remembrance of the Battle of Vimy Ridge;
- April 28, National Day of Mourning for those who have suffered and died in the workplace;
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day;

- Last Sunday in September, Police and Peace Officers' National Memorial Day;
 - November 11, Remembrance Day;
 - December 6, National Day of Remembrance and Action on Violence Against Women.
- c.** When the municipal flag is flown in display with one or more other flags, the order of precedence is:
1. the Canadian flag
 2. the Flag of Alberta
 3. the Town of High Level flag
- d.** In exceptional circumstances, if approved by the Chief Administrative officer, flags may be lowered to half-mast for a duration deemed appropriate.
- e.** In accordance with the rules established by the Federal Government, if the flag is half-masted anywhere in Alberta, in accordance with the rules, it must be flown at full-mast on Victoria Day and Canada Day. This does not apply if the flag is half-masted for the death of the Sovereign, the current Governor General or the current Prime Minister
- f.** The status of the flags at all municipal owned properties will reflect the status of the flags at Town Hall, except for the Town of High Level Fire Hall under the following exceptions:
- a. Flags will be half-masted to recognize a Line of Duty Death (LODD) of a Canadian firefighter.
 - b. Flags will be half-masted during 911 ceremonies on September 11th of each year and for Firefighter Memorial Day