

COUNCIL POLICY



FLAG PROTOCOL POLICY

Policy #: A-31-2024

Section: Administration

Rescind Policy #: A-31-2023

1. PURPOSE

1.1 The Town of Smoky Lake deems it appropriate to lower flags to half-mast as a sign of respect and mourning for dignitaries, other individuals, or occasions significant to the Town, the Region, or the Province of Alberta.

2. DEFINITIONS

2.1 In this Policy:

- a) "CAO" shall mean the Chief Administrative Officer of the Town of Smoky Lake;
- b) "Employee(s)" shall mean a person or persons employed by the Town of Smoky Lake;
- c) "Town" shall mean the Municipal Corporation of the Town of Smoky Lake.

3. POLICY STATEMENT

3.1 The Town of Smoky Lake displays the National Flag of Canada in accordance with the federal protocol recommended by the Department of Canadian Heritage.

3.2 The policy establishes the protocol for flying the National Flag of Canada at municipal buildings and specifically when the National Flag of Canada will be flown at half-mast.

3.3 This Policy applies to the National Flag of Canada flown from flagpoles.

4. STANDARDS

4.1 Flags on Town property are to be lowered to half-mast on the following occasions:

- a) On the death of a current Town employee or Mayor/Councillor.
- b) On the death of a current Reeve/Mayor or Councillor of any municipality within the boundaries of the Town of Smoky Lake.
- c) On the death of the Prime Minister, the Premier of Alberta, or the Member of Parliament or MLA representing the Town of Smoky Lake.
- d) On the death of any volunteer Firefighter with the Town of Smoky Lake when the death occurs in the line of duty.
- e) On the death of any R.C.M.P. member serving the detachment within the Town of Smoky Lake when the death occurs in the line of duty.
- f) On the death of a serving member of the Canadian Armed Forces who hails from the Town of Smoky Lake (if/when known) when the death occurs in the line of duty.

4.2 Flags on Town Property are to be lowered to half-mast on the following days:

- a) April 9, National Day of Remembrance of the Battle of Vimy Ridge;
- b) April 28, National Day of Mourning for persons killed or injured in the workplace;
- c) June 23, National Day of Remembrance for victims of terrorism;

- d) Second Saturday in September, Firefighters’ National Memorial Day;
 - e) Last Sunday in September, Police and Peace Officers’ National Memorial Day;
 - f) September 30, National Day of Truth and Reconciliation;
 - g) November 11, Remembrance Day;
 - h) December 6, National Day of Remembrance and Action on violence against women;
- 4.3 Flags at the Town Office will be lowered to half-mast as a sign of respect and mourning upon the death of a significant individual from the time of notification of death (requires written notice) until the day after the funeral or memorial service or on a designated occasion for a period of not less than 24 hours. The CAO administers the flag policy and is the principal contact for all flag protocols. Concerns regarding flag decisions are to be directed to the CAO or Mayor. Flags shall be lowered following notification from the CAO to the Public Works Foreman.
- 4.4 The Mayor and/or Deputy Mayor may designate flags to be flown at half-mast in other circumstances as they deem appropriate.
- 4.5 Administration shall maintain a three-masted flag stand at the Municipal Town Office for the Canadian flag (in accordance with the federal protocol recommended by the Department of Canadian Heritage) the Alberta flag, and the Town of Smoky Lake flag.

5. PROCLAMATIONS AND RECOGNITION

- 5.1 As per Policy A-32-2023, Council may issue proclamations or recognize important dates and events. The Town shall fly the following flags at the four-way stop, to be flown at least one week prior to the event, to recognize the following dates and events:
- a) Canada Day – Canadian flags (2)
 - b) Metis Week – Metis flags (2)
 - c) Ukrainian Canadian Heritage Day – Canada flag (1) and Ukrainian flag (1)
 - d) National Day of Truth and Reconciliation – Treaty flag (1) and Metis flag (1)

	DATE	RESOLUTION NUMBER
Approved	June 7, 2022	422-2022
Amended	May 29, 2023	265-2023
Amended	September 23, 2024	510-2024

Original Signed

Amy Cherniwchan
Mayor

Original Signed

Dawn Phillips
Chief Administrative Officer