

Municipal District of Opportunity No. 17

FACILITY MAINTENANCE POLICY

TITLE: **Flags**

EFFECTIVE DATE: May 25, 2016

POLICY NUMBER: FM.01

PURPOSE:

To ensure that all flags at Municipal District of Opportunity No. 17 (MD 17) facilities are flown and displayed in a consistent and appropriate manner, and to establish when half-masting of flags may occur. This policy also allows for the sale of MD 17 flags to the public.

SCOPE:

This policy applies to federal, provincial, and municipal flags at all MD 17 facilities.

POLICY:

GENERAL GUIDELINES

1. All flags, including the 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. MD 17 will follow the protocols regarding flag order of precedence as directed by the Government of Canada and the Government of Alberta.
4. MD 17 will not fly the flags/banners of community groups, charitable organizations, or any other group.
5. Lanyards and lines to hoist and lower flags should be secured with a lockable device where able.

HALF-MAST GUIDELINES

1. Alberta Protocol advises the MD 17 Chief Administrative Officer through an e-mail distribution when the Province is placing flags at half-mast and for what period. MD 17 will lower the flags at the Wabasca, Red Earth Creek, and Calling Lake Administration buildings to half-mast on these specific occasions to commemorate a solemn occasion. The lowering of flags to half-mast is at the directive of:
 - the Prime Minister's Office acting through Canadian Heritage;
 - the Premier's Office acting through Alberta Protocol; or
 - MD 17 Council, through this policy
2. On the occasion requiring that flags be flown at half-mast, all flags shall be flown at half-mast.

3. Flags will be flown at half-mast from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:

- the Sovereign
- Member of the immediate Royal Family
- Governor General of Canada or former Governors General
- Prime Minister of Canada or former Prime Ministers
- Lieutenant Governor of Alberta or former Lieutenant Governors
- Premier of Alberta or former Premier
- Current member of Council (MD flag only)

4. Flags will be flown at half-mast on the day of the funeral or the memorial service for the following individuals:

- Federal Cabinet Minister from Alberta
- Provincial (Alberta) Cabinet Minister
- A Member of the Legislative Assembly or Member of Parliament representing MD 17
- A former MD 17 Council Member (MD flag only)

5. Flags will be flown at half-mast to mark the following anniversaries or 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
- Last Sunday in September of each year, the Police and Peace Officers National Memorial Day
- November 11, Remembrance Day
- December 6, National Day of Remembrance and Action on Violence Against Women

6. MD 17 flags will be available for purchase at the Red Earth Creek, Calling Lake and Wabasca Administration buildings. The cost of the flags will be established in the Fees and Charges Bylaw.

7. The Chief Administrative Officer will be responsible for ensuring that this policy is enforced.

PASSED: May 25, 2016 - 0225-2016-17MDC