

Flag Protocol

Date Approved by Council : May 25, 2021

Resolution No.: 294/21

Mayor: "Original Signed - Alanna Hnatiw"

County Commissioner: "Original Signed - Reegan McCullough"

1. Purpose

This policy establishes etiquette for flags flown at Sturgeon County properties and facilities, including when flags will be half-masted.

2. Revision History

Approval Date	Revision Number	Modification
2021 May 25	1.0	New Document

3. Persons/Areas Affected

Administration
Council
Mayor

4. Definitions

The following definitions and interpretations apply to this policy:

Administration means the County Commissioner or his delegates.

County means the Municipality of Sturgeon County.

Mayor means the Chief Elected Official of Sturgeon County.

5. Policy Statement

- 5.1. The flags flown at Sturgeon County facilities are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honoured.
- 5.2. The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to Sturgeon County. Sturgeon County will lower flags to half-mast to commemorate solemn occasions in accordance with this Policy.

- 5.3. Flag poles at Sturgeon County properties and facilities will be used only in accordance with this Policy.

6. General Flag Protocol

- 6.1. Flags at Sturgeon County properties and facilities will be raised, lowered, flown, maintained, and disposed of in accordance with Canadian Heritage's Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

7. Lowering Flags to Half-Mast

- 7.1. Sturgeon County will lower flags to half-mast on all Sturgeon County properties and facilities:
- a. From the time of notification of death until sunset the day of the funeral or memorial service for:
 - i. the Sovereign;
 - ii. a member of the immediate Royal Family;
 - iii. a current or former Governor General of Canada;
 - iv. a current or former Prime Minister of Canada;
 - v. a current or former Lieutenant Governor of Alberta;
 - vi. a current or former Premier of Alberta;
 - vii. a current or former Member of Parliament representing Sturgeon County;
 - viii. a current or former Member of the Legislative Assembly of Alberta representing Sturgeon County; or
 - ix. a current or former member of Sturgeon County Council.
 - b. From sunrise to sunset on special days prescribed by the Government of Alberta.
- 7.2. In addition, the Mayor may direct for flags to be half-masted at any or all Sturgeon County properties and facilities, for such time and under such circumstances as the Mayor directs.

8. Use of Sturgeon County Flag Poles

- 8.1. Sturgeon County flag poles will be used only to fly the flags of Canada, Alberta, Sturgeon County, Treaty 6, and the Métis Nation.

9. Responsibilities

The Mayor shall:

- Direct that flags at Sturgeon County properties and facilities be half-masted in circumstances deemed appropriate by the Mayor and when not otherwise required by this Policy.

Administration shall:

- Bring to the Mayor's awareness circumstances under which consideration should be given to half-masting flags at Sturgeon County properties and facilities.
- Half-mast flags in accordance with this Policy and communicate to the public the purpose for half-masting flags.

10. Cross Reference

Canadian Heritage Online Guidelines: Flag Etiquette in Canada

Canadian Heritage Online Guidelines: Rules for Flying the Flag

Government of Alberta Flag Etiquette Guidelines

Recognition of Former Elected Officials Policy