



Town of Vegreville Policy

Policy No.:	2018-19
Policy Title:	Flag Protocol Policy
Approval Date:	May 14, 2018
Revised Date:	
Department:	Community Services

Policy Statement:

The Town of Vegreville recognizes the requirement to have a clear policy to establish the reasons and rules on when the National Flag of Canada may be lowered. The policy is for both staff and the public to understand the events in which trigger the flag to be lowered.



Town of Vegreville Policy

Policy No.:	2018-19-1.0
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1.0 Reason for Policy

- 1.1 The Town of Vegreville displays the National Flag of Canada in accordance with the federal protocol recommended by the Department of Canadian Heritage. The Town of Vegreville will fly Canadian flags located outside municipal property at half-mast on specified occasions of mourning.
- 1.2 This 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.
- 1.3 This policy applies to the National Flag of Canada flown from flagpoles.



Town of Vegreville Policy

Policy No.:	2018-19-2.0
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2.0 Related Information

Applicable locations: Town administration, RCMP detachment, Emergency Services Building, Post Office, Aquatic & Fitness Centre.



Town of Vegreville Policy

Policy No.:	2018-19-3.0
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3.0 Definitions

- 3.1 National Flag of Canada - Canadian Maple Leaf
- 3.2 Provincial Flag - the flag of the Province of Alberta
- 3.3 Town Flag - the flag of the Town of Vegreville



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Policy No.:	2018-19-4.0
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4.0 Responsibilities

4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Supervisors to:

- 4.4.1 Understand and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure by advising the Communications Coordinator for internal and external dissemination.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.




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Policy No.:	2018-19-5.0
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5.0 Standards

- 5.1** The National Flag of Canada will fly at half-mast from the time of notification of death until end of business the day of the funeral or memorial service for:
- 5.1.1 The Sovereign
 - 5.1.2 The current Governor General of Canada
 - 5.1.3 The current Prime Minister of Canada
- 5.2** The National Flag of Canada will be flown at half-mast from the time of notification of death until end of business the day of the funeral; or if there is to be a memorial service, from the time of notification of death until end of business the following day and from start to end of business on the day of the memorial service for:
- 5.2.1 The spouse of the Sovereign, the heir to the throne or the heir to the heir to the throne;
 - 5.2.2 Former Governor Generals of Canada
 - 5.2.3 Former Prime Ministers of Canada
 - 5.2.4 The current Lieutenant Governor of Alberta;
 - 5.2.5 The current Premier of Alberta
- 5.3** The National Flag of Canada will be flown at half-mast from start of business to end of business on the day of the funeral or memorial service for:
- 5.3.1 Former Lieutenant Governors of Alberta;
 - 5.3.2 Former Premiers of Alberta;
 - 5.3.3 Current or former Mayor of the Town of Vegreville;
 - 5.3.4 Current member of Council of the Town of Vegreville;
 - 5.3.5 An employee of the Town of Vegreville, who died in the line of duty;
 - 5.3.6 A local serving RCMP officer, EMS employee, Fire Department member who died in the line of duty;
 - 5.3.7 A member of the Canadian Armed Forces, born in or current resident of Vegreville, who died in the line of duty.
 - 5.3.8 At discretion of the CAO.
- 5.4** Flags will be flown at half-mast from start of business to end on:
- 5.4.1 Remembrance Day (November 11);
 - 5.4.2 Any other day as directed by majority vote of Town Council.
- 5.5** Regardless of a death or designated day, flags must be flown at full- mast on Canada Day and Victoria Day (*Holidays Act R.S.C. c H-5*)

	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	2018-19-6.0 Flag Protocol Policy May 14, 2018 Community Services

6.0 RELATED DOCUMENTS

- 6.1 Rules for Half-Masting the national Flag of Canada (Department of Canadian Heritage).



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7.0 End of Policy

A handwritten signature in blue ink, appearing to read 'Tim MacPhee', written over a horizontal line.

Mayor Tim MacPhee

A handwritten signature in blue ink, appearing to read 'Cliff Craig', written over a horizontal line.

Cliff Craig CLGM, Town Manager