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| Policy Number 61- 2015 | Approval Date February 10, 2015 | Resolution Number 114/15 |
| Supersedes 61-2014 | Effective Date March 12, 2014 | Legal Authority or Resolution number 112/14 |
| Amendments: | Amendment Date | Amendment Resolution Number |

TITLE: Flag Policy

Policy Statement:

The Town of High Prairie will implement a Flag Policy in order to ensure that there are clear guidelines in place to address the issue of when to fly flags at half mast.

- 1) The flags in front of the Town Office in the Town of High Prairie (ie. Province of Alberta, Canadian, and Town of High Prairie flags) are to be lowered to half-mast on the following occasions:
 - a) Death of the Queen/King of Canada.
 - b) Death of the current/former Prime Minister of Canada.
 - c) Death of the current Governor General.
 - d) Death of the current Lieutenant Governor General.
 - e) Death of a current/former Premier of Alberta.
 - f) Death of a current/former member of Council for the Town of High Prairie.
 - g) Death of the current sitting Member of the Legislative Assembly for High Prairie.
 - h) Death of the current sitting Member of Parliament for High Prairie.
 - i) Death of current members of the Local Volunteer Firefighters, EMS, Peace Officers, if killed in the line of duty.
 - j) Death of Current Members of the RCMP, if killed in the line of duty.
 - k) Other individuals and events may be recognized by lowering The Town of High Prairie flag at the discretion of the Council of the Town.
 - l) November 11, Remembrance Day.
 - m) Only the Town of High Prairie flags will be lowered upon family request.
- 2) The following procedures shall apply:
 - a) Any citizen, councillor or staff member of the Town shall contact the CAO's office about anyone deserving of recognition under this policy.
 - b) The CAO upon determining that the request conforms with Policy shall arrange for the half-masting of the flags and will inform the Town council and the administrative office of the name of the individual and qualifications for the recognition under this Policy, as well as the date of the funeral or memorial service for the individual.
 - c) A form request for placing the information in section (b) on the Town's electronic board and website is available.

This repeals policy number #61-2014

Approved by Council:

February 10, 2015