

Policy Number ADM - 61-2021	Approval Date January 26, 2021	Resolution Number 48/21, 114/15, 112/14
Supersedes 61-2015 61-2014	Effective Date January 26, 2021	Legal Authority

Title: Flag Policy

Policy Statement:

The Town of High Prairie recognizes the symbolic importance of Flags to groups of people, communities and nations, in bestowing honour and respect or expressing a collective sense of grief and respect through lowering Flags to half-mast. This policy ensures there are clear guidelines in place as to when flags should be lowered to half-mast as well as to set out the process for the Community Flag Pole usage.

Purpose:

To provide Administration direction on displaying Flags on Flag Poles on Town property.

Definitions:

1.1 In this policy:

- a) "CAO" means the Chief Administrative Officer of the Town;
- b) "Community Flag Pole" means the first Municipal Flag Pole on the right to an observer facing Town Hall. The Community Flag Pole is intended to provide opportunities for Community Groups to display their Flag to recognize a significant event or activity sponsored or supported by the Town, including special commemorations;
- c) "Council" means the Council of the Town;
- d) "Flag" means a rectangular piece of cloth bearing the identification symbol of nations, provinces, municipalities or groups, but does not include banners. Flags include the National Flag of Canada, Flag of the Province of Alberta and the Town of High Prairie Municipal Flag or any other Flag permitted to be flown on a Town of High Prairie Flag Pole;
- e) "Mayor" means the Chief Elected Official (or Deputy) for the Town;



- f) "Municipal Flag Pole" means the Flag Poles on or within Town property. These are reserved for any of: the National Flag of Canada, Flag of the Province of Alberta and the Town of High Prairie Municipal Flag.
- g) "Town" means the Town of High Prairie.

Roles and Responsibilities

- 2.1 The CAO is responsible for executing this Policy.
- 2.2 Council may direct the CAO to display a Flag in support of a cause not associated with any identifiable Community Group.

Displaying Flags

- 3.1 Flags must be in excellent condition and care should be taken when a group of flags are flown or displayed together that the proper etiquette is followed.

Flags Flown at Half-Mast for Mourning

- 4.1 To half-mast the flag as a sign of mourning, the flag is brought to the half-mast position by first raising it to the top of the mast and then immediately lowering it slowly to the half-mast position.
- 4.2 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) Special Days as identified by the Government of Canada and the Province of Alberta.
 - l) Other individuals and events may be recognized by lowering the Flag at the discretion of Council.



- 4.3 If the Government of Canada or the Government of Alberta directs flags be lowered to half-mast at Federal or Provincial facilities, the CAO is authorized to direct flags be lowered to half-mast at Municipal facilities.
- 4.4 The duration and timing of half-masting Flags for Special Days will adhere to the guidelines set out by the Government of Canada and the Province of Alberta.
- 4.5 If the direction has not been provided based on instructions in Section 4.3 or 4.4, Flags are to be lowered to half-mast one business day before the funeral and then raised to full-mast on the next business day following the funeral.

Requirements for Other Recognition for High Prairie Flag Flown at Half-Mast

- 5.1 Any citizen, councillor or staff member of the Town shall contact the CAO's office about a person deserving of recognition under this policy if the person being recognized are;
 - a. currently employed by the Town;
 - b. past employees who were long-service employees (20 years+) of the Town;
 - c. persons who have demonstrated significant financial contribution to the Town (\$20,000+); or
 - d. persons who have demonstrated significant volunteer contributions to the Town (20 years+).
- 5.2 The CAO upon determining that the request conforms with this Policy shall arrange for the half masting of the flags and will inform 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.
- 5.3 A request form (Schedule A) must be submitted at least 24 working hours prior to the date that the recognition is requested.
- 5.4 Only the Town of High Prairie flags will be lowered upon family request.

Community Flag Pole

- 6.1 Town of High Prairie Community Groups wishing to display their Flag to recognize a significant event or activity sponsored or supported by the Town shall send a request in writing to the CAO.
- 6.2 The CAO will begin accepting applications (Schedule B) starting on October 1 for the following year and applications will close on December 1.
- 6.3 If there is any conflict in dates requested between organizations from Section 6.2, the CAO will bring the applications to Council for selection. In this event, the community groups may be requested to present their position during a regular Council meeting.

BA *BP*

- 6.4 Applications received after December 1 will be prioritized based on availability and the order of when requests are received.
- 6.5 The duration that a Flag may be hung on the Community Flag Pole is 2 weeks per calendar year. An extension of one additional 2 weeks may be granted if:
- a. no other community groups are requesting the same dates; and
 - b. the duration of the event is the same as the duration of time the Flag is requested.
- 6.6 The CAO has the authority to reject any application to display a flag that:
- c. would have political, religious, or cause affiliation which would benefit a certain philosophy or belief, and/or support a particular philosophy, thought or belief over another;
 - d. is determined to be intended for commercial or profit-making purposes;
 - e. advocates discrimination, hatred, violence or racism;
 - f. is contrary to the Town of High Prairie's policies or bylaws.

Amendments:

This Policy may, from time to time, may be amended by a majority vote of Council, at a regularly scheduled Council meeting.

Approved by Council this 26th day of January, 2021



Mayor Brian Panasiuk



CAO Rod Risling



**Schedule A
Flag Recognition Request**

**APPLICATION FORM
For the
Town of High Prairie**

Please submit requests to the CAO's office at least 24 working hours prior to the funeral date.

Deceased Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Date of funeral: _____ Time: _____

Location of Funeral: _____

Was the deceased currently employed by the Town?

Yes ☐ No ☐

Was the deceased a past long-service employee of the Town;

Yes ☐ No ☐

If yes, please provide dates and position occupied: _____

Was the deceased a community member who demonstrated significant financial contribution to the Town?

Yes ☐ No ☐

If yes, please provide details: _____

Was the deceased a community member who demonstrated significant volunteer contributions to the Town?

Yes ☐ No ☐

If yes, please provide details: _____

Do you request that the Town provide notification of the event on the Town's Electronic Board?

Yes ☐ No ☐

If yes, please provide messaging: _____

Any additional information you wish to provide:

Signature

Date

 



**Schedule B
Community Flag Pole Request**

**APPLICATION FORM
For the
Town of High Prairie**

Please submit requests to the CAO's office by December 1 annually.

Organization Name: _____
Organization Website: _____
Type of organization: charitable ☐ non-profit ☐ other ☐ (please specify): _____
Organization Address: _____
Contact Name: _____
Position with Organization: _____
Contact Email: _____
Contact Phone Number: _____
Requested Date for Flag Raising: Start Date: _____ End Date: _____

Does this organization have political, religious, or cause affiliation which would benefit a certain philosophy or belief, and/or support a particular philosophy, thought or belief over another?

Yes ☐ No ☐

Is the request intended for commercial or profit-making purposes?

Yes ☐ No ☐

Does this organization advocate discrimination, hatred, violence or racism?

Yes ☐ No ☐

Is the request contrary to any of the Town of High Prairie's policies or bylaws?

Yes ☐ No ☐

Any additional information you wish to provide:

Signature

Date

PA BP