



Town of Rimbey Policy Manual

Title: Flag Policy

Policy No: 1129

Date Approved: January 22, 2024

Resolution No: 003/2024

Date Effective: January 22, 2024

Purpose:

To establish procedures for ensuring that proper protocol for all flags flown by the Town is followed, and that all flags flown at the Town Administration building are displayed in an appropriate and consistent manner.

1.0 Policy Statement:

- 1.1. The Town recognizes that the National Flag of Canada, as well as all provincial, territorial, and municipal flags, are seen as symbols of pride and honour for all Canadians. As such, it is important and necessary to establish procedures for ensuring that proper protocol for all flags flown by the Town is followed, and that all flags flown at the Town Administration building are displayed in an appropriate and consistent manner.

2.0 Responsibilities:

- 2.1 Responsibility for ensuring that this policy is enforced shall fall to the Chief Administrative Officer, or an otherwise designated officer.

3.0 Guidelines:

- 3.1 All flags flown at the Town Administration building must be kept in excellent condition, with no holes, tears, or other visible damage.
- 3.2 Flags flying at a Town facility or property will be lowered to half-mast on specific occasions to commemorate a solemn occasion.
- 3.3 Protocol used for the lowering of flags, the order in which flags are flown, and any other matter related to flags not specifically addressed in this policy will be at the directive of:
 - 3.3.1 The Prime Minister's Office, acting through Canadian Heritage;
 - 3.3.2 The Premier's Office, acting through Alberta Protocol; or
 - 3.3.3 The Council of the Town of Rimbey, acting through this policy
- 3.4 Flags will be flown at half-mast on the following anniversaries or occasions, as a mark of remembrance (per Alberta Protocol):
 - 3.4.1 April 9 (National Day of Remembrance of the Battle of Vimy Ridge)
 - 3.4.2 April 28 (National Day of Mourning)
 - 3.4.3 June 23 (National Day of Remembrance for Victims of Terrorism)

- 3.4.4 Second Sunday in September (Firefighters' National Memorial Day)
- 3.4.5 Last Sunday in September (Police and Peace Officers National Memorial Day)
- 3.4.6 September 30 (National Truth & Reconciliation Day)
- 3.4.7 November 11 (Remembrance Day)
- 3.4.8 December 6 (National Day of Remembrance and Action on Violence Against Women)
- 3.5 Flags will be flown at half-mast from the time of notification of death until the morning of the first working day following the funeral or the memorial service for the following individuals:
 - 3.5.1 The Sovereign
 - 3.5.2 A Member of the immediate Royal Family
 - 3.5.3 The Governor General of Canada or any former Governors General
 - 3.5.4 The Prime Minister of Canada or any former Prime Ministers
 - 3.5.5 The Lieutenant Governor of Alberta or any former Lieutenant Governors
 - 3.5.6 The Premier of Alberta or any former Premiers
 - 3.5.7 A currently serving MP or MLA representing the Town of Rimbey
 - 3.5.8 The current Mayor and any current member of Council of the Town of Rimbey
- 3.6 Flags will be flown at half-mast on the day of the funeral or memorial service for the following individuals:
 - 3.6.1 Any current or former Provincial (Alberta) Cabinet Minister
 - 3.6.2 Any former Mayor or member of Council of the Town of Rimbey
 - 3.6.3 Any current employee of the Town or any current emergency service personnel serving within the County.
- 3.7 At Council's discretion, flags may be flown at half-mast to mark other significant occasions or circumstances; requests for this may be brought before Council for approval.
 - 3.7.1 If there is insufficient time between the request and the proposed date of lowering, the Mayor may, after consulting with Council through email or any other authorized means determine whether or not to grant the request and lower flags to half-mast.
- 3.8 At this time, the Town of Rimbey shall not fly the flags/banners of community groups, charitable organizations, or any other outside groups.

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