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Flag Protocol	June 9, 2020	266/20

Purpose:

The purpose of this policy is to establish when flags at Kneehill County's Administrative Office are to be flown at half-mast, and to ensure the use of Kneehill County's flag poles is exercised in a consistent and appropriate manner.

General Flag Protocol

Flags will be raised, lowered, flown, maintained, and disposed of by Kneehill County in accordance with the Prime Minister's Office through Canadian Heritage, or the Premier's Office through the Alberta Protocol Office.

If multiple flags are flown together in a set, all the flags must be flown at the same height. (ie. Full-mast or half-mast)

Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).

There will be three flags displayed on the north east end of the Council Chamber, to the right of the portrait of the Queen. Flags will be displayed from left to right; Alberta, Canada and Kneehill County.

Lowering Flags to Half-mast

Kneehill County will lower flags as directed by the Prime Minister's Office through Canadian Heritage, or the Premier's Office through the Alberta Protocol Office.

Kneehill County will lower the flags outside the Administration Building facility:

1. From the time of notification of death until the day following the funeral or memorial service for:
 - a. a member of the immediate Royal Family;
 - b. a current or former Governor General of Canada;
 - c. a current or former Prime Minister of Canada;
 - d. the Chief Justice of Canada and Members of the Canadian Ministry
 - e. a current or former Member of Parliament representing Kneehill County;
 - f. a current or former lieutenant Governor of Alberta;
 - g. a current or former Premier of Alberta;
 - h. a current or former MLA representing Kneehill County;
 - i. a current or former Councillor Kneehill County;
 - j. a current Mayor or Councillor of any municipality within the boundaries of Kneehill County
 - k. a current County employee.



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2. For the following days;
 - a. April 9, National Day of Remembrance of the Battle of Vimy Ridge;
 - b. April 28, the National Day of Mourning (for those who have died in the workplace);
 - c. June 23, National Day of Remembrance for Victims of Terrorism;
 - d. November 11, Remembrance Day;
 - e. The second Sunday in September, Firefighters’s National Memorial Day;
 - f. The last Sunday in September, Police and Peace Officers National Memorial Day;
 - g. December 6, National Day of Remembrance and Action on Violence Against Women.
3. Whenever the Prime Minister’s Office or Canada Heritage have lowered the flags at all Federal properties and buildings;
4. Whenever the Alberta Premier’s Office of Alberta Protocol have lowered the flags at all Provincial properties and buildings.

The Reeve and/or the Chief Administrative Officer shall have at their discretion the authority to lower the flags to half-mast for other circumstances of such a nature or magnitude that would deem it appropriate in which this Policy does not address.

Flags outside the County Administration Office will be raised and lowered by staff designated by the Chief Administrative Officer.

The Chief Administrative Officer will notify designate immediately when receiving a notification from the Prime Minister’s Office or the Alberta Premier’s Office.

When a memorial service is delayed due to unforeseen issues, the County flag will be flown at half-mast for a period of three days prior to the funeral and being raised the day after the funeral.

Reference:

Canada Heritage Online Guidelines: Rules for half-masting the National Flag of Canada
National Flag of Canada half-masting notices
Province of Alberta- Flag Etiquette

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