



POLICY MANUAL

Legal References:	Policy Department: Public Works
Cross References:	Policy Number: PW18
Adoption Date: September 24, 2017	Policy Title: Half-Mast Flag Policy
Revision Date: September 25, 2017	Review Date:

POLICY STATEMENT:

Flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens.

The Town of Wembley's Half-Mast Flag Policy is adapted to incorporate practices by both Alberta Protocol and Canadian Heritage.

PURPOSE:

The purpose is to establish a policy when flags at the Town of Wembley Town Office will be half-masted to ensure the Town's practice is exercised in a consistent and appropriate manner.

POLICY:

- The National Flag of Canada and the Provincial Flag of Alberta will only be half-masted on those flagpoles fitted with halyards and pulleys.
- The Town of Wembley will half-mast the Municipal Flag on specific occasions to commemorate a solemn occasion.
- The lowering of flags to half-mast only at the directive of:
 - The Prime Minister's Office acting through Canadian Heritage (Canadian Flag)
 - The Premier's Office acting through Alberta Protocol (Alberta Flag)
 - The Chief Administrative Officer's Office (Municipal Flag)
- On the occasion of death of the current Chief Administrative Officer or a current Council member of the Town of Wembley the Canadian Flag, Provincial Flag and Municipal Flag are to be lowered to half-mast from the time of notification of death until after the funeral.
- The Municipal Flag will be half-mast from the time of notification of death until 900 hours on the day following the funeral or memorial service or a maximum of five days if no funeral or memorial service is held when:
 - a Town employee dies in the line of duty;
 - a member of the Town of Wembley Fire Department, City of Grande Prairie Fire Department, County of Grande Prairie No. 1 Fire Department, Town of Beaverlodge Fire Department, Town of Sexsmith Fire Department or the Village of Hythe Fire Department dies in the line of duty;
 - a member of the Royal Canadian Mounted Police, a member of the City of Grande Prairie Enforcement Services or a member of the County of Grande Prairie No. 1 Enforcement Services dies in the line of duty;
 - a former member of Council; and
 - a significant event or circumstance arises the Mayor and Chief Administrative Officer will make a decision on a case by case basis.