

<b>Policy</b>			
Section:	ADMINISTRATION	Policy No.	001-2024
Subject:	FLAG PROTOCOL	Effective:	January 8, 2024
Motion #:	010-2024	Replaces:	N/A

**1 POLICY**

- 1.01 All flags are important symbols of honour and pride and must be treated in a respectful and consistent manner.
- 1.02 The Village of Acme Office follows practices which are consistent with accepted guidelines and standards and align with Canadian Heritage and Alberta Protocol.

**2 PURPOSE**

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

**3 GENERAL FLAG PROTOCOL**

- 3.01 Flags will be raised, lowered, flown, maintained, and disposed of by the Village of Acme in accordance with the Prime Minister’s Office through Canadian Heritage, or the Premier’s Office through the Alberta Protocol Office.
- 3.02 If multiple flags are flown together in a set, all the flags must be flown at the same height. (i.e. Full-mast or half-mast)
- 3.03 Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).
- 3.04 There will be three flags displayed on the northeast end of the Council Chamber, to the left of the portrait of the King (the right hand of the King).
- 3.05 Flags will be displayed from left to right, Alberta, Canada, and Village of Acme.

**4 LOWERING FLAGS TO HALF-MAST**

- 4.01 The Village of Acme will lower flags as directed by the Prime Minister’s Office through Canadian Heritage, or the Premier’s Office through the Alberta Protocol Office.
- 4.02 The Village of Acme will lower the flags outside the Administration Building:
  - a) From the time of notification of death until the day following the funeral or memorial service for:



- i. a member of the immediate Royal Family.
- ii. a current or former Governor General of Canada.
- iii. a current or former Prime Minister of Canada.
- iv. the Chief Justice of Canada and Members of the Canadian Ministry.
- v. a current or former Member of Parliament representing the Village of Acme.
- vi. a current or former lieutenant Governor of Alberta.
- vii. a current or former Premier of Alberta.
- viii. a current or former MLA representing the Village of Acme.
- ix. a current or former Mayor or Councillor of the Village of Acme.
- x. a current Village employee.

b) For the following days.

	<b>Date</b>	<b>Occasion</b>
i.	April 9	National Day of Remembrance of the Battle of Vimy Ridge
ii.	April 28	National Day of Mourning (for those who have died in the workplace)
iii.	Second Sunday in September	Firefighters' National Memorial Day
iv.	Last Sunday in September	Police and Peace Officers National Memorial Day
v.	September 30	National Day of Truth and Reconciliation
vi.	November 11	Remembrance Day
vii.	December 6	National Day of Remembrance and Action on Violence Against Women

- c) Whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings.
- d) Whenever the Alberta Premier's Office of Alberta Protocol has lowered the flags at all Provincial properties and buildings.

4.03 The Mayor 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.

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



- 4.05 The Chief Administrative Officer will notify designated staff when receiving a notification from the Prime Minister's Office or the Alberta Premier's Office.
- 4.06 When a memorial service is delayed due to unforeseen issues, the Village 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.

**5 POLICY APPROVAL**

Signed:   
(Chief Administrative Officer)

Date: MAY 27, 2024

Signed:   
(Mayor)

Date: MAY 27 / 2024