



Policy No.: A-31	Section: Administration	Page #1 of 2
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Title:	Flag Protocol
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Legislation Reference:	Municipal Government Act
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Purpose: The Town of Smoky Lake deems it appropriate to lower flags as a sign of respect and mourning for dignitaries, or other individuals significant to the Town, the Region, or the Province of Alberta.

1.0 Statement:


1.1 The Town of Smoky Lake displays the National Flag of Canada at municipal buildings in accordance with the federal protocol recommended by the Department of Canadian Heritage.

1.2 The Provincial Flag of Alberta and the Town of Smoky Lake Flag will follow standards of the National Flag of Canada.


2.0 Standards:

2.1 The Canadian Flag sets the standard for the Alberta Provincial Flag, and all other flags flown in display, the order of precedence (left to right) is as followed:


1. Canadian National Flag.
2. Other National Flags. (ex. Visiting ambassador or high commissioner)
3. Alberta Provincial Flag.
4. Other Flags. (Support for other countries)



Alberta



Canada



Municipal Flag

2.2 The Chief Administrative Officer (CAO), or designate, shall cause flags on Town property to be lowered to half-mast on the following occasions:

- On the death of a current Town employee or Mayor/Councillor.

- On the death of a current Reeve/Mayor or Councillor of any municipality within the boundaries of Smoky Lake County.
- On the death of the Prime Minister, the Premier of Alberta, or the Member of Parliament or MLA representing the Town of Smoky Lake.
- On the death of any volunteer Firefighter with the Town of Smoky Lake when the death occurs in the line of duty.
- On the death of any R.C.M.P. member serving Smoky Lake detachment when the death occurs in the line of duty.
- On the death of a serving member of the Canadian Armed Forces that hails from the Town of Smoky Lake (if/when known) when the death occurs in the line of duty.

2.3 Flags at the Town Office will be lowered to half-mast as a sign of respect and mourning upon the death of a significant individual from the time of notification of death (requires written notice) until the day after the funeral or memorial service or on a designated occasion for a period of not less than 24 hours. The CAO administers the flag policy and is the principle contact for all flag protocol. Concerns regarding flag decisions are to be directed to the CAO or Mayor. Flags shall be lowered following notification from the CAO to the Public Works Foreman.

2.4 The Mayor and/or Deputy Mayor and/or Chief Administrative Officer may designate flags to be flown at half-mast in other circumstances as they deem appropriate.

2.5 Administration shall maintain a three-masted flag stand at the Municipal Office for the Canadian flag (in accordance with the federal protocol recommended by the Department of Canadian Heritage) the Alberta flag, and the Town of Smoky Lake flag (or other flag at the discretion of the CAO).

	DATE	RESOLUTION NUMBER
Approved	June 7, 2022	422-2022
Amended		
Amended		

Original Signed _____

Original Signed _____

Amy Cherniwchan
Mayor

Adam Kozakiewicz
Chief Administrative Officer