

	CITY OF LACOMBE	
	COUNCIL POLICY	
	FLAGS	
	Policy Number:	11.210.01 2017PO
	Effective:	September 11, 2017
	Rescinds:	
	Review Frequency:	Every 3 years upon approval
	Responsible Department:	Community Services
Reference:	11.210.02.14 Armorial Bearings (Coat of Arms)	

PURPOSE OF THE POLICY

To provide City staff with a policy to ensure flag display practices at City sites are consistent with accepted guidelines and standards and align with Federal and Alberta protocols including half-masting.

POLICY STATEMENT

All flags are important symbols of honour and pride and must be treated in a respectful and consistent manner. The City of Lacombe will follow practices which are consistent with accepted guidelines and standards, and align with Canadian Heritage and Alberta Protocol.

APPLICABILITY

This Council policy governs the display, maintenance, and disposal of flags at Municipal Facilities

This policy takes precedence over all other flag policies, procedures and practices managed by the City.

NON-COMPLIANCE

Not following this policy will result in not aligning established City practice or etiquette with customs the federal, provincial and local governments have observed for several years.

Rules applied by the Federal Government are not mandatory for individuals or organizations but are guidelines for persons who wish to display the Canadian flag and other flags in Canada.

DEFINITIONS & ABBREVIATIONS (AS NEEDED)

- Half Mast - Half-mast is defined as the center of the Flag exactly half-way down the mast
- Municipal Facilities - Municipal facilities include: Lacombe City Hall both inside and outside, Lacombe Public Works, Gary Moe Sportsplex, Lacombe Police Station, Lacombe Fire Hall, Michener Park, the Lacombe Chamber of Commerce building and Lacombe Memorial Centre.
- Rules for Half-Masting the National Flag – Are the rules established by the Government of Canada for the flying of the National Flag at Half-mast as amended from time to time.

RESPONSIBILITIES

The responsibility for adherence to this policy lies with the Office of the Mayor, Community Services and Parks/Facilities Staff.

Community Services:

- The Community Services Director is responsible for managing and administering this Council policy (including aspects of daily control and coordination of the policy).

Parks/Facilities:

- The Parks/Facilities Manager or delegate is responsible for maintaining, replacing and disposing of and raising/lowering flags in use at Municipal facilities in accordance with the Flags Administrative Directive and Flags Operating Standards.
- Ensuring flagpoles and equipment at Municipal facilities are in good operating condition.
- Ensuring appropriate notification to Communications Department when a requestor is planning a ceremony that includes a flag raising.
- Is responsible for consulting with Communications staff as required.

Original Signed _____

Mayor

Approval Date
(MMMM/DD/YYYY)

Original Signed _____

Chief Administrative Officer

Approval Date
(MMMM/DD/YYYY)