

## TOWN OF TWO HILLS



Policy Number: 2015-01  
Date of Issue: March 24, 2015  
Policy Subject: Half-Mast Flag Policy

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### **Policy Statement:**

The Town of Two Hills believes in honoring the tradition of half-masting the national, provincial and municipal flags to mark the death and honour a deceased person(s) in a consistent and appropriate manner.

### **Definitions**

In this Policy:

"CAO" means the Chief Administrative Officer, or his or her designate, of the Town of Two Hills.

"Flag" means any of the flags of Canada, Alberta, and the Town of Two Hills.

"Half-Mast" means the position of the flag approximately halfway up the mast or pole according to guidelines set out by the Government of Canada.

"Mayor" means the Chief Elected Official for the Town of Two Hills.

"Town" means the Municipality of the Town of Two Hills, in Alberta.

"Town Building" means the Administration Office building owned and operated by the Town of Two Hills.

### **Procedures**

Flags at the Town Building 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 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.

Flags shall be flown at Half-Mast in the case of the death of:

- The Sovereign, or member of the immediate Royal Family;
- The current or former Governor General of Canada;
- The current or former Prime Minister of Canada;
- The current or former Lieutenant-Governor of Alberta;
- The current or former Premier of Alberta;
- The current member of the House of Commons from the constituency encompassing the Town;
- The current member of the Legislative Assembly from the constituency encompassing the Town;
- The current or former Mayor, upon request of the family;
- Current or former members of Council, upon request of the family;
- An employee of the Town;
- The current or former Fire Chiefs of the Town, upon request;
- The current or former Director of Emergency Management (DEM) of the Town, upon request of the family;
- Members of the Two Hills RCMP detachment, upon request;
- An Armed Forces member who resides in the Town, upon request of the family;
- Emergency service personnel serving the Town who have been killed in the line of duty.

Flags shall be flown on the following occasion:

- Remembrance Day.

The Mayor and/or CAO shall have the discretion to authorize the Flag to be flown at Half-Mast for purposes applicable to the community or municipal office.

### **Effective Date**

This Policy becomes effective upon approval by Town Council.

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HENRY NEUFELD, MAYOR

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ELSIE HOWANYK, C.A.O.