

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	City Manager's Office	Policy No.	45
Section:	City Manager's Office	Issued:	May 10, 2010
Subject:	Half-Mast Policy	Policy Effective:	May 10, 2010
Council Resolution # and Date:	Council Resolution No. 0332 of May 10, 2010	Page:	1 of 7
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Issued by:	Robert Cotterill, City Manager	Dated:	
Approved by:	Robert Cotterill, City Manager	Procedure Amendment:	

1. POLICY

- 1.01 That the City of Prince Albert will fly flags at half-mast, lower flags to half-mast on specific occasions to commemorate a solemn occasion.
- 1.02 The jurisdiction of flags at The City of Prince Albert falls under the directive of the Mayor's Office acting through the City Manager's Office.
- 1.03 The City Manager's Office administers the flag policy and is the principle contact for all flag protocol. Concerns regarding flag decisions are to be directed to the City Manager's Office.
- 1.04 The City Manager's Office consults with the Government of Saskatchewan Protocol Office in situations requiring advice regarding half-masting.
- 1.05 Flags shall be lowered following notification by e-mail from City Manager's Office to affected areas. Depending on the circumstance flags may be lowered only at specific City locations (i.e. City Hall) or lowered at all City properties and buildings.
- 1.06 This policy may be revised or updated as circumstances require.

2. PURPOSE

- 2.01 The purpose is to establish policies and procedures when half-masting flags at City of Prince Albert properties and buildings to ensure the City's practice of lowering flags to half-mast is exercised in a consistent and appropriate manner.

3. SCOPE

- 3.01 This policy applies to all departments of the City. This policy is in effect commencing immediately and is intended to be used indefinitely.

4. RESPONSIBILITY

- 4.01 The City Manager is responsible for ensuring compliance with this Policy.
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5. DEFINITIONS

5.01 Half-Mast

- Position of a flag approximately half way up the mast or pole.
- Flying flags at half-mast is a symbol of respect, mourning or distress and observed in many countries.
- The terms half-mast and half-staff are interchangeable terms although countries vary as to which term they use.
- The correct term in Canada is always half-mast; the Government of Canada and the provincial governments always refer to flags at half-mast.

5.02 City Hall

- 1084 Central Avenue.
- Tindal stone building completed in October, 1984.

5.03 Flag

- An emblem or symbol – for this policy we are referring to flags of nations, provinces, states or municipalities.
- Flags consist of a rectangular piece of cloth of distinctive colour and design.

6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE

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7. GUIDELINES AND PROCEDURES

GENERAL HALF-MAST GUIDELINES:

- The lowering of flags to half-mast is at the directive of:
 - the Prime Minister's Office acting through Canadian Heritage;
 - the Premier's Office acting through Saskatchewan Protocol or;
 - the Mayor's Office acting through the City Manager's Office.
- Saskatchewan Protocol advised the City Of Prince Albert through an e-mail distribution when The Province is placing flags at half-mast and for what period. This does not include occasions which are directly related to the City of Prince Albert.
- Flags may be flown at half-mast at City hall or all City Facilities depending on the circumstance.
- On the occasion required that flags be flown at half-mast, all flags in a group or those which are together shall be flown at half-mast.

7.01 Flags will be flown at half-mast on all City of Prince Albert properties and buildings from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:

- The Sovereign
- Member of the immediate Royal Family
- Governor General of Canada or former Governor General
- Prime Minister of Canada or former Lieutenant Governors
- Premier of Saskatchewan or former Premier
- Mayor of Prince Albert (current)

7.02 Flags will be flown at half-mast at City Hall and any City of Prince Albert properties and buildings in their ward from notification of death until sunset for:

- Members of Council (current)
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7.03 Flags will be flown at half-mast at City Hall on the day of the funeral or the memorial service for the following individuals:

- Federal Cabinet Minister from Saskatchewan
- Provincial (Saskatchewan) Cabinet Minister
- a Prince Albert MP or a Prince Albert MLA, including City Buildings in the member's riding
- a senator from Prince Albert
- Former Mayor of Prince Albert
- Current Grand Chief and Vice Chiefs of the Prince Albert Grand Council (PAGC)

7.04 City of Prince Albert Employees:

- When a City employee from any business unit dies in the line of duty by any position he or she occupies within our organization, The City may lower flags.
- The City Manager and the Mayor will decide the extent of half-masting and its duration. Guidelines are as follows:
 - If the business unit/department have flags, those flags at that location may be lowered to half-mast upon notification of death until sunset the day of the funeral or memorial service.
 - Flags at City Hall will be flown at half-mast from sunrise to sunset on the day of the funeral or memorial service.
 - Flags will not be lowered at all City properties and buildings.

7.05 City Departments or Business Units

- The intent of this policy and procedures is to be flexible to the unique circumstances of City business units.
 - Flags may be flown at half-mast as a result of significant event or circumstance to accommodate business units that have half-masting policies or procedures in the place which are not included in this policy.
 - Decisions will be made on a case by case basis with the City Manager's Office.
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- The City Manager's Office will send out the notice by e-mail if any flags are to be flown at half-mast.
- Existing flag policies or procedures which departments or business units have for flying flags at half-mast at their headquarters to honour former members on the day of the funeral or memorial service, will continue to be observed.

7.06 Special Circumstances

- Flags may be flown at half-mast as a result of a significant event or circumstance.
- Should such an occasion arise, City Manager will consult City Clerks and Saskatchewan Protocol. A decision will be made as to whether any flags at City facilities be flown at half-mast, and if so, the extent and duration.

7.07 To commemorate the death of a member of the Canadian Forces (Saskatchewanian)

In a show of respect for members of Canadian Forces born or stationed in Saskatchewan, flags will be flown at half-mast as follows:

- a. Members of Canadian Forces stationed or born in Saskatchewan (non Prince Albertan)**
 - Flags will be flown at half-mast at City Hall on the day(s) of the funeral(s).
 - b. Members of Canadian Forces from Prince Albert (born in Prince Albert or has made Prince Albert home or a Prince Albert reservist):**
 - Flags will be flown at half-mast at City Hall upon notification of death until sunset the day of the funeral.
 - In the case of a City of Prince Albert employee on leave as a reservist:
 - Flags at the employee's department headquarters may be flown at half-mast from notification of death until sunset day of the funeral.
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- Flags will be flown at half-mast at all civic properties and building on the day of the funeral(s).

c. Special Circumstance related to Members of the Canadian Forces:

- As situations may vary, City Clerks will discuss any special circumstances with the City Managers Office and Mayor's Office and will determine the appropriate action.
- Business Units who have inquiries about special circumstances are to contact City Manager to discuss.

PROCEDURES for LOWERING FLAGS:

- City Manager's Office shall notify City Departments and business units (civic Properties) by e-mail when flags are to be flown at half-mast at their location. This includes the duration (effective date for lowering as well as the date to raise the flags).
- Where necessary, City Manager's office will follow up by phone to clarify procedures.
- City Business units do not have approval to lower flags and fly at half-mast unless directed to do so by City Manager's office (except in circumstances noted in under City of Prince Albert Half-mast Guidelines #5 – City Business Units).
- The Communications Manager will prepare a Media Release upon notification from the City Manager's Office. A copy of the Media Release is to be placed on the Security desk in the City Hall Foyer.

Lowering flags to half-mast at City Hall

- City Manager's office shall notify the Mechanical & Building Maintenance Manager by e-mail when flags are to be flown at half-mast at City Hall, and or any Municipal Building. This notification will include duration (both effective date for lowering as well as the date to raise the flags).

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Lowering flags at other city properties and buildings

- Other civic properties and facilities may be requested to have flags at their buildings flown at half-mast in addition to those at City Hall.
 - City Manager's office shall notify city business units (civic properties) by e-mail when flags are to be flown at half-mast at specific or all city buildings/facilities. This includes the duration (effective date for lowering as well as the date to raise the flags).
 - Business units must raise their flags to full mast as requested.
 - Flags are not to continue to fly at half-mast longer than the timeframe noted.
 - Buildings/facilities which are unable to follow procedures are to contact City Manager's office so that appropriate arrangements can be made.
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