



AGENDA
Regular Council Meeting
4:30 PM – Monday June 14, 2021

Virtual Remote Meeting & Live Stream on Drumheller Valley YouTube Channel

1. CALL TO ORDER
2. OPENING REMARK
3. ADDITIONS TO THE AGENDA
4. ADOPTION OF AGENDA

4.1 Agenda for June 14, 2021 Regular Council Meeting

Proposed Motion: That Council adopt the agenda for the June 14, 2021 Regular Council meeting as presented.

5. REQUEST FOR DECISION AND REPORTS

- 5.1. CHIEF ADMINISTRATIVE OFFICER

- 5.1.1 Organizational Restructuring of the Town of Drumheller Resiliency and Flood Mitigation Office

Proposed Motion:

1. That Council removes Darwin Durnie from the position of Chief Resiliency and Flood Mitigation Officer for the Town of Drumheller and;
2. Terminates the contract of darwindurnie Consulting Corporation from the Town of Drumheller Flood Mitigation and Climate Change Program effective June 8, 2021.
3. That Council amend the reporting structure for the Flood Mitigation Project with all parties reporting to the CAO or designate for the remainder of the project.
4. That Council Gives First Reading to Bylaw 11.21 as presented.

[RFD + Bylaw 11.21 – Organizational Restructuring – 2021June11](#)

- 5.1.2 Request for Decision – Flag Masting Policy C-05-21

Proposed Motion: That Council adopts C-05-21 Flag Masting Council Policy as presented.

[RFD + Council Policy C-05-21 Flag Masting Policy](#)

5.2 DIRECTOR OF EMERGENCY AND PROTECTIVE SERVICES

5.2.1 Covid Update

6. ADJOURNMENT

REQUEST FOR DECISION

TITLE:	Organizational Restructuring of the Town of Drumheller Resiliency and Flood Mitigation Office
DATE:	June 10, 2021
PRESENTED BY:	Darryl Drohomerski, C.E.T, CAO
ATTACHMENTS	Amended Bylaw 15.19

SUMMARY:

In 2019, to ensure the eligibility of cost under the terms and conditions of the recently awarded Provincial and Federal grants for the “Drumheller Flood Mitigation and Climate Adaptation” project and due to the significance of the work, the Town elected to engage a Flood Mitigation and Climate Program Officer, dedicated to this project. One proposal submission was received, evaluated and considered to be qualified.

In M2019.166 darwindurnie Consulting Corporation was awarded the contract for Flood Mitigation Officer project and M2019.325 appointed Darwin Durnie as the Chief Resiliency and Flood Mitigation Officer.

Going forward with the flood mitigation project, Town of Drumheller Council has decided to change the organizational structure of the Drumheller Resiliency and Flood Mitigation.

RECOMMENDATION:

Because Council motions were made to award the project management and appoint a contractor to the CRFMO role, Administration recommends that Council make motions to terminate the contract and remove the current Chief Resiliency Flood Mitigation Officer in order to clearly state the status of these elements of the flood mitigation project.

In order to allow the project to continue forward, it is suggested that the Drumheller Resiliency Flood Mitigation Office and all associates report directly to CAO Darryl Drohomerski, or his designate, for the remainder of the project.

In November 2019, Bylaw 15.19 was passed to create the Drumheller Resiliency and Flood Mitigation Office as well the Chief Resiliency and Flood Mitigation Officer. It is recommended that Council amend Bylaw 15.19 to rescind the powers given to the position of Chief Resiliency and Flood Mitigation Officer.

FINANCIAL IMPACT:

Previously signed memorandums, contracts and agreements with consultants and contractors associated with this program will continue to be honoured.

STRATEGIC POLICY ALIGNMENT:

Council wishes to provide protection of life, property, environment and economy by implementing policies, bylaws, regulations and physical measures to mitigate potential damages that may be caused by disasters.

COMMUNICATION STRATEGY:

Information has been shared on all Town of Drumheller social media platforms, website and news outlets.

PROPOSED MOTIONS:

1. That Council removes Darwin Durnie from the position of Chief Resiliency and Flood Mitigation Officer for the Town of Drumheller and;
2. Terminates the contract of darwindurnie Consulting Corporation from the Town of Drumheller Flood Mitigation and Climate Change Program effective June 8, 2021.
3. That Council amend the reporting structure for the Flood Mitigation Project with all parties reporting to the CAO or designate for the remainder of the project.
4. That Council Gives First Reading to Bylaw 11.21 as presented

Prepared by:
Denise Lines
Senior Administrative Assistant



Approved by:
Darryl Drohomerski, C.E.T.
Chief Administrative Officer

TOWN OF DRUMHELLER
BYLAW NUMBER 11.21

Amended Bylaw 15.19

**A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH THE
DRUMHELLER RESILIENCY AND FLOOD MITIGATION OFFICE TO
IMPLEMENT THE DRUMHELLER FLOOD MITIGATION AND CLIMATE
ADAPTATION SYSTEM AND TO ESTABLISH THE POSITION OF ~~CHIEF
RESILIENCY AND FLOOD MITIGATION OFFICER~~**

Whereas; the Municipal Government Act, R.S.A. 2000, c. M-26, as amended, provides that a Council of a Municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

Whereas; the Council of the Town of Drumheller, herein after referred to as “the Council” wishes to provide protection of life, property, environment and economy by implementing policies, bylaws, regulations and physical measures to mitigate potential damages that may be caused by flood or drought,

Whereas; the Council has appropriated funding to implement the administrative and physical measures to mitigate effects of some anticipated climate events,

~~And Whereas; the Council wishes to codify and distinguish the powers, duties and functions of the Chief Resiliency and Flood Mitigation Officer from those of the Chief Administrative Officer;~~

Now, therefore, the Council duly assembled hereby enacts as follows:

I. Establishment of the Drumheller Resiliency and Flood Mitigation Office

An Office of Resiliency and Flood Mitigation is established with duties and responsibilities as outlined in Schedule A attached hereto.

This office shall report to the Chief Administrative Officer or designate.

~~**II. Establishment of the Chief Resiliency and Flood Mitigation Officer**~~

~~A Chief Resiliency and Flood Mitigation Officer (CRFM) is hereby appointed by the Council to implement the duties and responsibilities identified in Part I. of this bylaw.~~

~~The Chief Resiliency and Flood Mitigation Officer (CRFM) will have the following powers, duties and functions:~~

- ~~1) the CRFM will collaborate with the Chief Administrative Officer~~
- ~~2) the CRFM will establish policies and procedures to ensure financial controls and reporting commensurate with the program and grant guidelines~~
- ~~3) the CRFM is designated the manager of the Drumheller Land Corporation~~

4) ~~the CRFM shall acquire or dispose of assets including lands and may designate assets of the Town to be added to or disposed of to create the system~~

III. Limits to Powers

- i) the Council shall have final authority regarding the passing of bylaws, budgets, taxes and appeals;^[11]_[SEP]
- ii) ~~the CRFM may delegate any of its powers, duties, or functions unless this or any other enactment provides otherwise;~~

The invalidity of any provision of this Bylaw shall not affect the validity of the remainder.

Upon third reading of Bylaw , Bylaw and all amendments thereto are hereby repealed

READ A FIRST TIME THIS DAY OF , 2021.

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME AND PASSED THIS DAY OF , 2019.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule A

Project Overview

The Town of Drumheller, recognized as the “Dinosaur Capital of the World”, is rich in geological and paleontological history. The breathtaking landscapes surrounding Drumheller are unique in Canada and draw hundreds of thousands of visitors every year.

The Town of Drumheller has chosen to make significant investment to mitigate flooding and adapt to a changing Climate. In June of 2018 the Town began the process of applying to the Federal and Provincial Governments for financial assistance to implement a long term strategy. Funding contribution agreements require, insofar as practicable, that public solicitation be made for contracts carried out under this funding arrangement.

Work is being undertaken to implement the strategies via a project office approach using a program officer. The Town is seeking proposals from individuals or private firms who can undertake the program management and administration of this 5 – 7 year project described in Appendix A: Drumheller Flood Mitigation and Climate Adaptation System. The successful proponent will have exhaustive local knowledge of the Drumheller economy, infrastructure and emergency preparedness, response and recovery.

The Council Vision is:

Through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

You or your organizations proposal for program officer and administrative services (Services) to the Town via the project office has a commencement date planned for September 16, 2019. It is anticipated and preferred that the Services would be provided on a contracted basis rather than on an employment basis. The individual or organization proposing to provide the Services is referred to in this request as “Contractor.”

The scope of services sets out the detailed tasks, duties, expectations and responsibilities. Also provided is the approach that could be considered in the provision of the Services. It is not necessarily expected that you or your organization would deliver the Services in the same manner. Your proposal may include an alternative or varied approach to the delivery of the Services with various duties and responsibilities allocated among a number of different individuals. As well you may wish to propose different arrangements for financial services and a different administrative center from that which would be provided by the Town.

Management

The Contractor is responsible for the full management of the Project Office and will ~~act as the administrative head. The Contractor will be designated as Chief Resiliency and Flood Mitigation Officer of the Town for the purposes of municipal legislation and will act together with the Chief Administrative Officer as signing authority for the Project.~~ The Contractor will:

- I. possess and maintain a complete knowledge and general understanding of the Town of Drumheller, Municipal Development Plan, Engineering Standards, Municipal Emergency Plan, the Flood Mitigation System and associated infrastructure and appurtenances, facilities and related systems and their daily operation;
- II. administer and manage the flood readiness and drought management operational readiness, including monitoring the performance of the individuals, teams and groups engaged in fulfilling the requirements of the various statutory documents and plans. This may include providing such direction and coaching and taking such action as may be required to ensure the effective operations of the flood mitigation and drought management operations in exigent and normal circumstances for the Town and the Drumheller Emergency Management Agency;
 - I. engage, consult with and direct the various Project Consultants, Surveyors, Architects, Engineers, Planners and Landscape Architects and “other” contractors to maintain the economical and efficient operation, maintenance, upgrading and expansion of the Town’s systems and facilities; impacted or associated with this project;
 - II. engage, consult with and direct such consulting services required by the Town in the evaluation of the needs of the Town in the future planning, design and development of a Flood Mitigation and Climate Adaptation System;
 - III. manage infrastructure and other projects either directly or through a Project Manager Consultant,
 - IV. manage the performance and delivery of other contracted Services and purchased goods and materials for the Flood Mitigation and Climate Adaptation System.
 - V. direct and consult with the Town’s legal counsels on legal matters affecting the Town related to the Flood Mitigation and Climate Adaptation System;
 - VI. ensure that risks are properly identified, managed and mitigated and that proper insurance coverage is in place through the Town’s insurance providers;
 - VII. maintain a good rapport and relationship with the members of the Council, customers, government departments, regulatory authorities, suppliers and contractors;
 - VIII. attend and represent the interests of the Council at external meetings and other events.

Secretariat

The Contractor will provide support and secretariat services to the Flood Mitigation Office and will support the Mayor and Chief Administrative Officer in the performance of their respective duties in that context. The Contractor will:

- develop and refer to the Council for adoption policies for the effective and efficient governance, management and administration of the Flood Mitigation and Climate Adaptation System and for effective and efficient operation of the associated facilities and systems;
- keep the Mayor and Chief Administrative Officer, apprised of relevant issues, incidents and matters of concern that may have impact on the operation of the:
 - I. Town, Flood Mitigation System and its ability to effectively operate, or;
 - II. future Flood Mitigation Systems and their ability to deliver flood mitigation services;
 - III. make arrangements for meetings of the Councils, Boards and respective committees;
 - IV. prepare and distribute all agendas and supporting documents for meetings, ensuring that these are delivered well in advance of meetings;
 - V.
 - I. establish an Advisory Committee which will become familiar with the DRM Program and its projects and initiatives and to provide input, comment and advice to the CRFM. It will include two members of Council, the Town Chief Administrative Officer and members of the Town's management team (as required) and the Town Solicitor. The Mayor would be an ex officio member of the Committee, and;
 - II. the CRFM shall attend and chair Advisory Committee meetings and record the minutes of those meetings;
 - VI. ensure that the operations of the Town and the proceedings of the Project Office, as it pertains to the Flood Mitigation and Climate Adaptation System, comply with the provisions contained in the By-laws of the Town and the Municipal Government Act, R.S.A. 2000 c.M-26.1 as amended and the Regulations thereto (Act);
 - VII. supervise and keep proper and complete books of account and records of the Town's obligations to the funding agencies.

Communications

The Contractor will manage the communications of the Flood Mitigation and Climate Adaptation System and will for the Project Office in particular and the system in general:

- I. create, prepare and participate in a comprehensive public engagement strategy;
- II. liaise and coordinate with other governments;
- III. manage indigenous consultations;
- IV. receive and act upon or distribute as may be necessary;
- V. incoming electronic mail and other communications;
- VI. communications received by post or delivery;
- VII. prepare and transmit or arrange delivery as may be applicable, outgoing communications;
- VIII. prepare and submit written reports to the Council and funding partners for regular Board meetings, or monthly commitments;
- IX. maintain the currency of the Flood Mitigation joint website;
- X. maintain the private website for the use of the project.

Administration

The Contractor is responsible to undertake all administrative tasks and make necessary administrative arrangements that are required in the operation of the Project and the Contractor will:

- I. organize, maintain and keep safe the physical and electronic records and documents;
- II. manage the operational readiness of the project office administrative center and incident command center.

Financial

The Contractor will:

- I. administer the agreement with any financial services provider;
- II. ensure that the financial operations are undertaken pursuant to all applicable statutes and regulations;
- III. prepare and present the draft annual project financial plans and budgets to the Council and Chief Administrative Officer;
- IV. monitor budgets regularly and take action on variances;
- V. prepare applications and claims for all grants available;

- VI. maintain financial records and ledger for the project;
- VII. initiate financial transactions for accounts payable, accounts receivable and provide general ledger entries and adjustments to the financial services provider;
- VIII. ensure the:
 - i. timely payment of accounts and obligations of the project office to avoid the payment of interest and penalties;
 - i. timely billing of customers of the project;
 - ii. timely deposit of payments and funds to the Towns bank accounts and invest and manage the funds of the Town to maximize the return to the Town on those funds;
 - iii. reconciliation of the Project Office bank accounts and preparation of ongoing budget and financial reports;
- IX. satisfactory completion of the annual audit and provide such information as may be required for year end financial adjustments and the preparation of the audited financial report;
- X. filing of the financial return information and audited financial statements with funding agencies.
- XI. the preparation of financial analysis and monthly Budget and other Financial Statements for the Board;

For this project the Contractor will:

- monitor and direct all consultants and contractors in the performance of the Flood Mitigation and Climate Adaptation System Project, providing direction and taking such actions as necessary to ensure the completion of the Project;
- undertake such administrative actions and tasks that may be administratively required to complete the project;
- prepare and submit interim and final grant claims;
- finalize all land and construction contract matters and;
- compile a complete set of records of the project.

APPROACH TO DELIVERY OF SERVICES

Administrative Center – The office of the Flood Mitigation and Climate Adaptation System is co-located on the second floor at 702 Premier Way in Drumheller with the Incident Command Centre. The project office will assist and support the development, fit up and operationalization of the incident command center.

Electronic Records – To the extent available the Town data systems will be utilized. Separate cloud sites will be established to allow for collaboration and version control in a secure site outside of the Town server. The Contractor will manage the consolidation of final records to the Town system from the cloud sites or other vendor sites.

Physical Records – The physical files and records of the commissions are located at the incident command center.

Computer Equipment – The Contractor will be provided access to the Town system including email. The Contractor will provide laptops that generally allow the work to be completed and will be provided access to certain software and data in the Town system via server access stations.

Contracted Financial Services – To ensure proper financial control and a proper separation of duties under the program, the Contractor can only initiate and approve financial transactions. The Town will produce: invoices for accounts receivable, cheques for accounts payable, online payments, G.S.T returns and bank reconciliations.

System Operations – The present Flood Mitigation System is largely owned by the Province through an amalgam of purpose built dykes and highways. The Town performs minor maintenance. The Province does perform major repairs. The Contractor will take charge of the system and produce an operational guide that includes routine maintenance and inspection through to emergency response due to higher than capacity flows or failure. The Contractor will also be a senior advisor to the Director of Emergency Management in such circumstance and will create an ICC, EOC that is fully functional with respect to flood mitigation.

Council and Chief Administrative Officer – Council meets approximately 20 times annually. Updates will be presented on a monthly basis in a format that also meets the reporting of grant authorities. Monthly meetings of an advisory team and a technical team will be required. A monthly meeting with the Chief Administrative Officer and Mayor will occur. Agendas and other information is conveyed by electronic means primarily through direct transmission of documents but also by internet site where information and documents are posted.

REQUEST FOR DECISION

TITLE:	Flag Masting Policy
DATE:	2021 June 3
PRESENTED BY:	D. Brett, Director of Infrastructure Services
ATTACHMENT:	Flag Masting Policy C-05-21

SUMMARY:

The Town of Drumheller has nine locations where there are flag poles flying some combination of the National Flag, Provincial Flag and Town Flag. The flag poles at these locations are of different styles, some allowing for half-masting while others do not.

In conjunction with Federal and Provincial protocols the Town half-masts flags in recognition of certain national events (Remembrance Day, Battle of Vimy Ridge, etc.). Additionally, certain deaths are also recognized by half-masting flags (death of the sovereign, Prime Minister, etc.). Along with the recognition of the national events and certain deaths, the Town also chooses to recognize certain institutions or organizations by flying alternate flags in acknowledgement.

The purpose of this policy is to document for Council, Administration and the public, which flags can be swapped out, when the National events are annually, and what the criteria regarding half-masting that the Town follows. It also delineates the decision-making authority regarding the flag related issues.

RECOMMENDATION:

Administration recommends that Council implements the attached policy to ensure clarity and transparency for the decision-making process.

FINANCIAL IMPACT:

There is no financial impact in regards to this policy.

STRATEGIC POLICY ALIGNMENT:


This aligns with the Town's policy of transparency in decision making.

COMMUNICATION STRATEGY:

Post the approved Policy on the website.

MOTION:
That Council adopts C-05-21 Flag Masting Council Policy.

SECONDED:


 Prepared By: Dave Brett
 Director of Infrastructure Services


 Approved By: Darryl Drohomerski
 Chief Administrative Officer

COUNCIL POLICY C-05-21 FLAG MASTING

Policy Statement

To provide standards for flags flown on Town property, including procedures for raising and lowering flags, as well as a list of events for which the flags should be lowered to half-mast.

To provide public awareness regarding the Town's flag protocols and the opportunity for organizations, community groups and citizens to raise awareness of issues through the use of flags.

1. Purpose

This policy will set out the Town of Drumheller's approach to flag related issues such as half-masting, request for support of public awareness campaigns, and flag raisings. The policy also includes flag protocol and etiquette for the flying of flags on Town property.

2. Scope

This policy applies to all flagstaffs on Town of Drumheller property, as well as those flags that are maintained by the Town of Drumheller under agreement.

3. General

3.1. This policy shall not apply to any initiative or operation of the Town or Council with regard to flag raisings.

3.2. The Town will fly flags in accordance with the etiquette outlined in Section 5, following the guidelines established by Canadian Heritage.

3.3. The Town shall reserve the right at all times to remove, refuse or deny a request as deemed necessary or appropriate by the Mayor or Council.

The Town shall maintain all rights and authority for the purposes of flying the National, Provincial or Municipal Flag on the flag pole on significant dates/periods as deemed appropriate (such as, but not limited to, Canada Day, Remembrance Day, Flag Day, etc.).

4. Special Flag Raising Requests

- 4.1. Special flags will only be flown in conjunction with Mayoral Acknowledgements/Proclamations, and these requests should be made in alignment with the Acknowledgement/Proclamation policy.
- 4.2. The flag shall be flown at the Rotary Park, in place of the Town flag.
- 4.3. The flag shall be supplied by requesting organization. Any expense as a result of the flag raising shall not be incurred by the Town.

5. Flag Protocol

- 5.1. The following protocol should be followed with respect to the displaying of flags:
 - Flagstaffs should be of the same height when there is a grouping of flagstaffs;
 - The Canadian Flag should be given the place of honour and as such no flag should be flown or displayed above the Canadian Flag;
 - Flags that are flown together should be approximately the same size; and
 - The following precedence should be given if more than one flag is displayed in a grouping:

Number of Flagstaffs	Location
One Flagstaff <ul style="list-style-type: none"> • National Flag of Canada 	The flag should appear on the central or sole staff.
Two Flagstaffs <ul style="list-style-type: none"> • National Flag of Canada • Province of Alberta Flag 	The National Flag of Canada is positioned furthest to the left.
Three Flagstaffs <ul style="list-style-type: none"> • National Flag of Canada • Province of Alberta Flag • Town of Drumheller Flag 	The National Flag of Canada is positioned in the centre with the second-ranking flag (Alberta) placed to the left of the centre flag and the third-ranking flag (Drumheller) to the right of the centre flag.

6 Protocol for Raising and Lowering of Flags

- 6.1 When raising and lowering flags, the National Flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.

7 Protocol for Flag(s) at Half-Mast

- 7.1 When a flag is hoisted to or lowered from half-mast position, the flag should be first raised to the staff head then lowered to its appropriate location on the staff. When lowering a flag to half-mast, centre the flag being lowered half-way down the staff. The flag should be brought to half-mast in respect of the death of dignitaries and others as listed below and at the discretion of the Council or special circumstances as issued by the Federal/Provincial Government. The Flag shall be lowered to half-mast upon the announcement of the death, according to protocols laid out by the Federal or Provincial controlling bodies or Drumheller Council.
- 7.2 When flagstaffs are in a grouping and the flags are able to be lowered to half-mast, all flags flown together should be flown at half-mast.
- 7.3 Flags will only be half-mast on those flagpoles fitted with halyards and pulleys. Flags that are flown on horizontal or angled poles, without a halyard, to which flags are permanently attached will not be required to fly half-mast.
- 7.4 The following is a list of when the practice of half-mast should occur:
- a) Death of Dignitaries:
- i. Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at half-mast, from the time of notification of death until sunset on the day of the funeral or the memorial service.
 - ii. Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at half-mast from the time of notification of death until sunset on the day of the funeral or memorial service.
 - iii. Upon the death of a former Governor General, or former Prime Minister, the Flag is flown at half-mast from the time of notification of death until sunset on the day of the funeral or if there is to be a memorial service, the half-masting should take place from the time of notification of death until sunset

the following day and from sunrise to sunset on the day of the memorial service.

- iv. Upon the death of a current Chief Justice of Canada, a current member of the Canadian Ministry or the Lieutenant Governor of Alberta the Flag is flown at half-mast from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.
 - v. Upon the death of the Mayor, Council Member, former Mayor and former Council Member.
 - vi. Upon the death of the local Member of Parliament or local Member of the Legislative Assembly.
 - vii. Upon the death of a Municipal Employee.
 - viii. Upon the death of noteworthy Local Citizens or other local event requiring recognition, as approved by the Mayor or CAO.
- b) Special Days to lowering of flags to half-mast as directed by the Prime Minister's Office through Canadian Heritage, or the Premier's Office through the Alberta Protocol Office:
- i. April 9, Vimy Ridge Day;
 - ii. April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
 - iii. June 23, National Day of Remembrance for Victims of Terrorism;
 - iv. Second Sunday in September, Firefighters' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service, until sunset;
 - v. Last Sunday in September, Police and Peace Officers' National Memorial Day, unless half-masting occurs near the place where a memorial is being observed, then half-masting can occur according to the prescribed order of service, until sunset;
 - vi. November 11, Remembrance Day, unless half-masting occurs at the National War Memorial or a place where remembrance is being observed, then half-masting can occur at 11:00 am or according to the prescribed order of service, until sunset;
 - vii. December 6, National Day of Remembrance and Action on Violence Against Women.

viii. Special circumstances as issued by the Federal/Provincial Government.

7.4.1 On Special Days where a half-masting occurs while a special flag is being flown then the special flag is half-masted along with the other flags.

7.5 Protocol for Special Flag(s)

7.5.1 Approved annual special flags:

- a. June 1, Correctional Service of Canada – Freedom of the Town. Correctional Service of Canada flag shall be flown for the week, Monday morning to Sunday evening, that June 1 is part of.
- b. June; LGBTQ2S+ Pride month: in recognition of Pride month the Progress flag, as supplied by the Badlands Pride Association, will be flown from the Sunday following the week the Correctional Service of Canada flag is shown until 4:00 pm on June 30.

7.5.2 Approved Special Flags:

- a. Day: the special flag will be flown from 8:00 am on the scheduled day to 8:00 am on the following day.
- b. Week: the special flag will be flown from 8:00 am on the Monday to 4:00 pm on the following Sunday.
- c. Month: the special flag will be flown from 8:00 am on the first of the month to 4:00 pm on the last calendar day of the month.
- d. The approved annual Special Flags supersede any one-time requests.
- e. Should a half-masting event occur or be scheduled for the period that a Special Flag is flown, it will be half-masted along with the National and Provincial Flags.

7.6 References

7.6.1 Holidays Act (R.S.C., 1985, c. H-5)

7.6.2 Government of Canada, Rules for Half-masting the National Flag of Canada (<https://www.canada.ca/en/canadian-heritage/services/flag-canada-masting-rules.html>)

7.6.3 Government of Alberta, Flag Etiquette (<https://www.alberta.ca/protocol-flag-etiquette.aspx>)

Date: _____

Mayor Heather Colberg

CAO Darryl Drohomerski