



TITLE

HALF-MASTING THE FLAGS AT AHS SITES

SCOPE

Provincial

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Corporate Services and Human Resources Executive
Committee

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Capital Management

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NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To define the process, conditions and circumstances under which the **flags** on Alberta Health Services' (AHS) **sites** are lowered to half-mast.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS

1. Federal and Provincial Half-Mast Occasions

- 1.1 AHS shall observe the following official days of mourning, remembrance, and anniversaries recognized by the Department of Canadian Heritage and the Alberta Protocol Office:
 - a) Flags shall be flown at half-mast at all AHS sites from the notice of death to sunset on the day of the funeral on the death of:
 - (i) the Sovereign;
 - (ii) immediate members of the Royal Family;
 - (iii) current and former Governors General;
 - (iv) current and former Prime Ministers;

- (v) current and former Lieutenant Governors of Alberta; and
 - (vi) current and former Premiers of Alberta.
 - b) Flags shall be flown at half-mast at AHS sites in the constituency of a Member of the Legislative Assembly from the notice of death to sunset on the day of the funeral on the death of:
 - (i) current Alberta cabinet ministers; and
 - (ii) current Members of the Legislative Assembly.
 - c) Flags shall be flown at half-mast at AHS sites in the constituency of a Member of the House of Commons from the notice of death to sunset on the day of the funeral on the death of:
 - (i) current federal cabinet ministers representing Alberta; and
 - (ii) current Members of the House of Commons representing Alberta.
 - d) Flags shall be flown at half-mast at AHS Sites in a municipality from the notice of death to sunset on the day of the funeral on the death of a current Mayor or Reeve.
 - e) Flags shall be flown at half-mast at AHS sites for *Official Occasions to Half-Mast the Flags as Recognized by Canadian Heritage and the Alberta Protocol Office* (Appendix A).
- 1.2 If no funeral or memorial service is announced for any of the above observations, flags shall be flown at half-mast for five (5) days from the notice of death, or at the discretion of the President and Chief Executive Officer.
- 1.3 In other circumstances recognized by Canadian Heritage and the Alberta Protocol Office, flags may be flown at half-mast at AHS sites, at the discretion and approval of the President and Chief Executive Officer, for:
- a) occasions of mourning occurring within Canada; or
 - b) occasions of mourning for extraordinary tragedies occurring internationally.
- 1.4 The Senior Program Officer, Capital Management shall subscribe to Alberta Protocol's e-mail distribution list to receive advisories on provincial occasions for half-masting the flags.
- 1.5 When advisories from Canadian Heritage for half-masting the flags differ from the advisories provided by Alberta Protocol for the same occasion, AHS shall follow the advisories of Alberta Protocol.

2. AHS-Specific Half-Mast Occasions

- 2.1 AHS shall observe other occasions of mourning specific to Alberta's healthcare community including the deaths of:
- a) practicing Alberta medical doctors with AHS appointments; and
 - b) current AHS employees.

On these occasions, if the Senior Program Officer, Capital Management receives a recommendation that the flags be lowered from a zone or Program Executive Lead, the flags shall be flown at half-mast at appropriate AHS site(s) in the individual's city or cities of employment from sunrise until sunset on the day of the funeral or memorial service.

- 2.2 Flags may be flown at half-mast at all AHS sites to mark the deaths of prominent members of Alberta's health care community.

On these occasions, the flags shall be flown at half-mast from sunrise until sunset on the day of the funeral or memorial service at all AHS sites, at the discretion and approval of the President and Chief Executive Officer.

- 2.3 Flags may be flown at half-mast at all AHS sites to mark anniversaries or occasions specific to Alberta's health care community but not recognized by the Government of Alberta, at the discretion and approval of the President and Chief Executive Officer.

On these occasions, the flags shall be flown at half-mast from sunrise until sunset on the days determined by the President and Chief Executive Officer.

- 2.4 Flags may be flown at half-mast to commemorate the deaths of individuals of significance to a local community, at the discretion and approval of the Chief Zone Officer for the AHS Zone in which the community is located.

On these occasions, the flags will be flown at half-mast from sunrise until sunset on the day of the funeral or memorial service at the site(s) or as determined by Chief Zone Officer.

- 2.5 Flags may be flown at half-mast to commemorate occasions of significance to a local community, at the discretion and approval of the Chief Zone Officer for the AHS Zone in which the community is located.

On these occasions, the flags shall be flown at half-mast from sunrise until sunset on the day(s) and at the site(s) determined by the Chief Zone Officer.

- 2.6 AHS may lower the flags to half-mast at AHS Emergency Medical Services sites to observe occasions of mourning and remembrance for Line-of-Duty deaths of emergency medical services personnel in Canada. The flags may also be lowered to half-mast at AHS Emergency Medical Services sites to observe

occasions of mourning and remembrance for Line-of-Duty deaths of other emergency responders across Canada at the discretion of the Senior Provincial Director & Chief Paramedic, Emergency Medical Services.

On these occasions, flags may be flown at half-mast at all AHS Emergency Medical Services sites from the notice of death to sunset on the day of the funeral, at the discretion and approval of the Senior Provincial Director & Chief Paramedic, Emergency Medical Services.

3. Half-Masting the Flags

- 3.1 Facilities Maintenance and Engineering and/or Property Management, as applicable, shall arrange for the flags to be lowered at all AHS sites except AHS Emergency Medical Services sites as outlined in Sections 1 and 2 of this Policy.
- 3.2 AHS Emergency Medical Services shall arrange for the flags to be lowered at AHS Emergency Medical Services sites as outlined in Sections 1 and 2 of this Policy.
- 3.3 In accordance with federal and provincial rules, when an occasion to half-mast the flag coincides with Victoria Day or Canada Day, the flags must be flown at full-mast on these holidays. This rule does not apply on the occasions of the death of the Sovereign, Governor General, or the Prime Minister.

4. Notifications

- 4.1 When AHS half-masts the flags for any occasion, Communications shall provide an advisory to AHS staff and medical staff explaining the reason for half-masting the flags.
- 4.2 The Senior Program Officer, Capital Management shall notify the President and Chief Executive Officer of all half-masting occasions occurring at any AHS site. This notification may be in the form of an email.
- 4.3 When the Senior Program Officer, Capital Management receives an email advisory from Alberta Protocol advising that the province is half-masting flags at provincial buildings for an official day of mourning as set out in Section 1.1 of this Policy, the Senior Program Officer, Capital Management shall distribute the advisories to:
 - a) the President and Chief Executive Officer;
 - b) appropriate Capital Management representatives in each zone;
 - c) the Senior Provincial Director & Chief Paramedic, Emergency Medical Services; and
 - d) the relevant health care partner organizations such as CapitalCare, Carewest, and Covenant Health.

- 4.4 When AHS half-masts the flags for an AHS-specific half-mast occasion at any site, Facilities Maintenance and Engineering, Property Management, or AHS Emergency Medical Services, as applicable, shall provide written notification to the Senior Program Officer, Capital Management. This notification may be in the form of an email. The Senior Program Officer, Capital Management shall notify the:
- a) President and Chief Executive Officer;
 - b) appropriate Capital Management representatives in each Zone;
 - c) Senior Provincial Director & Chief Paramedic, Emergency Medical Services; and
 - d) relevant health care partner organizations such as CapitalCare, Carewest, and Covenant Health.

The above notifications shall explain the reason for lowering the flags. They may be in the form of an email.

- 4.5 In addition to other notifications, when AHS half-masts the flags for an AHS-specific half-mast occasion at a site where the Alberta Government leases space, Facilities Maintenance and Engineering, Property Management, or AHS Emergency Medical Services, as applicable, shall provide written notification to the Chief of Protocol for the Province of Alberta. This notification shall explain the reason for half-masting the flags. It may be in the form of an email.

DEFINITIONS

Flags means the national flag of Canada, the provincial flag of Alberta, and other official flags flown at AHS sites.

Sites means facilities and property owned and operated by AHS and free-standing single-tenant facilities leased by AHS where flags are flown.

REFERENCES

- Appendix A: *Official Occasions to Half-Mast the Flags as Recognized by the Department of Canadian Heritage and the Alberta Protocol Office*
- Non-Alberta Health Services Documents:
 - *Rules for Flying the Flag* (Department of Canadian Heritage)
 - *Rules for half-masting the National Flag of Canada* (Department of Canadian Heritage)

VERSION HISTORY

Date	Action Taken
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APPENDIX A**Official Occasions to Half-Mast the Flags as Recognized by the Department of Canadian Heritage and the Alberta Protocol Office**

Flags shall be flown at half-mast by AHS on the following national days of remembrance.

- April 28 – The National Day of Mourning for Those Who Have Suffered and Died in the Workplace
- June 23 – The National Day of Remembrance for Victims of Terrorism
- The last Sunday in September - The National Memorial Day of Peace and Police Officers
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women