



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CAO-19	Flag Display
ORIGINAL APPROVAL DATE	DATE LAST REVISED
October 20, 2014	April 20, 2020

Purpose

To provide direction to Administration on displaying Flags on Flag Poles on City property.

Policy Statement

The City of St. Albert recognizes the symbolic importance of Flags to groups of people, communities and nations, in bestowing honour and respect, or expressing a collective sense of grief and respect through lowering Flags to Half-Mast. While the Council reserves the right to determine which Flags will be displayed on City property, Council will strive to accommodate and provide opportunities for community groups to display their Flags. Unless stated otherwise in this policy, the City of St. Albert will follow the established flag protocols, practices and etiquette outlined by the Government of Canada and the Province of Alberta; primarily the National Flag of Canada Etiquette and the Government of Alberta Flag Etiquette guidelines.

The Municipal Flag Pole(s) at the headquarters of the local RCMP detachment is exempt from this policy, in recognition that the RCMP is a commission of the Federal Government, established under the *Royal Canadian Mounted Police Act*, and thus observe Federal protocols.

Definitions

“Banner” means a rectangular piece of cloth or material bearing a symbol, logo, slogan or other promotional message and does not have Flag status (e.g., event banners, City promotional banners or banners for organizations or companies);

“Cause” means a goal or activity intended to achieve a social outcome;

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw;

“City” means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert;

“Community Flag Pole” means the first Municipal Flag Pole on the right to an observer facing St. Albert Place, located on the southeast plaza which is in front of the building. The Community Flag Pole is intended to provide opportunities for Community Groups to display their Flag to recognize a significant event or activity sponsored or supported by the City, including special commemorations;

“Community Group” means a not-for-profit group established under Alberta or Canadian statute for the purpose other than to make a profit and carries on activities benefitting the community. Their mandate and activities will not discriminate against any individual or group as outlined in the Canadian Charter of Rights and Freedoms or Alberta Human Rights Act or contravene any federal or provincial statute;

“Council” means the municipal Council of the City of St. Albert;

“Flag” means a rectangular piece of cloth bearing the identification symbol of nations, provinces, municipalities or groups, but does not include banners. Flags include the National Flag of Canada, Flag of the Province of Alberta and the City of St. Albert Municipal Flag or any other Flag permitted to be flown on a City of St. Albert Community Flag Pole;

“Half-Mast” means the position of the Flag half-way down the mast or pole.;

“Municipal Flag Pole” means the Flag Poles on or within City property. These are reserved for any of: the National Flag of Canada, Flag of the Province of Alberta and the City of St. Albert Municipal Flag.

Responsibilities

Chief Administrative Officer – The Chief Administrative Officer is responsible for executing this Policy.

Mayor – The Mayor (or Deputy Mayor), after consulting with other Members of Council, will provide direction to the Chief Administrative Officer on raising or lowering the Flag to Half-Mast on occasions not identified in this policy or identified in the policy as a special circumstance; and for determining the requirement to display Flags at events where members of Council are officiating. If the Government of Canada or the Government of Alberta directs flags be lowered to half-mast at Federal or Provincial facilities, the Chief Administrative Officer is authorized to direct flags be lowered to half-mast at Municipal facilities.

Council – Council may direct the Chief Administrative Officer to display a Flag in support of a Cause not associated with any identifiable Community Group.

Service Standards / Expectations

1. The following Flag Poles shall be installed:
 - a. St. Albert Place shall have Municipal Flag Poles to provide a mast for the display of visiting jurisdictional flags and the number of flags shall be at the discretion of Council.
 - b. Other municipal facilities that have existing Flag Poles may continue to use them but are not required to install additional flag poles.
 - c. Other municipal facilities that do not have Flag Poles are not required to install them.
2. Display of Flags on Municipal Flag Poles:
 - a. Municipal Flag Poles at St. Albert Place, at the discretion of Council, may fly the following flags:
 - i. The National Flag of Canada;
 - ii. The Treaty 6 Flag;
 - iii. The Métis Flag;
 - iv. The Province of Alberta Flag;
 - v. The City of St. Albert Municipal Flag;
 - vi. The Flag of a community group or the Flag of visiting jurisdictions. The Mayor may approve the raising of any of the following Flags:
 1. the Flag of the United Nations;
 2. the Flag of a nation or state recognized by Canada when the nation's sovereign or the sovereign's representative is visiting the City;
 3. the Flag of a Canadian jurisdiction when an official representative is visiting the City.
 - vii. Community groups interested in displaying their Flag shall apply to the Chief Administrative Officer as outlined in the Administrative Directive associated with this policy.

3. Flag Poles and Flags shall be displayed in Council Chambers at the discretion of Council.
4. Flags may be displayed at any official event where the Mayor or Deputy Mayor is officiating a municipal event upon request of the Mayor or Deputy Mayor. When other levels of government are participating, the corresponding Flag shall be displayed, if appropriate. Where the event is of a significance that warrants the display of Flags, the appropriate Flag shall be displayed in accordance with this policy.

Display of Banners or Flags:

5. The Flags flown by the cenotaph shall be chosen, provided and raised/lowered by the Royal Canadian Legion.
6. Flags flown outside will be flown at Half-Mast at all locations the City has Flag Poles to mark a solemn occasion, including the following:
 - a. April 28, National Day of Mourning (for those who have suffered and died in the workplace):
 - i. Flags at all City properties and buildings will be flown at Half-Mast from sunrise to sunset.
 - b. September 11, National Day of Service:
 - i. Flags will be flown at Half-Mast from sunrise to sunset at all City properties and buildings.
 - c. Second Sunday in September of each year, Canadian Fallen Firefighters Memorial Day:
 - i. Flags will be flown at Half-Mast at St. Albert Place and Fire Stations from sunrise to sunset.
 - d. Last Sunday in September of each year, Police and Peace Officers National Memorial Day (to honour fallen Canadian Police and Peace Officers):
 - i. Flags will be flown at Half-Mast at St. Albert Place and Fire Stations from sunrise to sunset.
 - e. November 11, Remembrance Day:

- i. Flags will be flown at Half-Mast from sunrise to sunset at all City properties and buildings.
 - ii. If a City facility is located by a cenotaph or a place where a service is taking place, Half-Masting is to occur from 11 a.m. to sunset or at the time of the service until sunset.
- f. To commemorate the death of a member of the Canadian Forces (To show respect for members of the Canadian Forces whose residence was in St. Albert):
 - i. Current and Former Members of Canadian Forces from St. Albert (born in St. Albert or has made St. Albert home or a St. Albert reservist):
 - 1. Flags will be flown at Half-Mast at St. Albert Place upon notification of death until sunset the day of the funeral or memorial service.
 - ii. In the case of a City of St. Albert employee on leave as a reservist:
 - 1. Flags at the employee's department headquarters may be flown at Half-Mast from notification of death until sunset day of the funeral or memorial service.
 - 2. Flags will be flown at Half-Mast at all civic properties and buildings on the day of the funeral or memorial service.
 - iii. In case of special circumstances related to Members of the Canadian Forces.
- g. To commemorate the death of a current or former City of St. Albert Mayor, Councillor, or staff member at the request of the Mayor on behalf of Council, if appropriate.
 - i. Flags at St. Albert Place may be flown at Half-Mast from notification of death until sunset on the day of the funeral or memorial service;
 - ii. St. Albert Fire Services may follow their documented policy and procedure to fly flags at Half-Mast at Fire Halls to honour former members from notification of death until sunset on the day of the funeral or memorial service.
- h. National Day Of Remembrance of the Battle of Vimy Ridge.

- i. National Day of Remembrance for Victims of Terrorism.
- j. National Day of Remembrance and Action on Violence Against Women.
- k. Other Special Circumstances:
 - i. Flags may be flown at Half-Mast as a result of a significant event or circumstance, at the discretion of the Mayor

7. On the occasion requiring Flags be flown at Half-Mast:

- a. All Flags on Municipal Flag Poles will be lowered to Half-Mast; however, depending on the circumstance Flags may be lowered to Half-Mast only at specific City locations (see Standard 8 above) or lowered on all Municipal Flag Poles, at the discretion of the Mayor.

Legal References

[National Flag of Canada Etiquette](#)
[Government of Alberta Flag Etiquette](#)

Cross References

N/A

Attachments

N/A

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
March 30, 2020	2024	January 21, 2019 – AR-19-003 April 20, 2020 – CB-20-039