



City of St. Albert
CITY COUNCIL POLICY

Flag Display

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C475-2014	10 20		AR-19-003	01 21

Purpose

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

Policy

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.

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

“Flag” means a rectangular piece of cloth bearing the identification symbol of nations, provinces, municipalities or groups. “Flag” includes 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. “Flag” does not include banners.

“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.

“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.

“Half-mast” means the position of the Flag half-way down the mast or pole. The Community Flag Pole is intended to provide opportunities for Community Groups to display their Banner to recognize a significant event or activity sponsored or supported by the City, including special commemorations.



“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.)

“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.

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

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.

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

Standards

1. The following Flag Poles shall be installed:
 - a. All City-owned municipal buildings housing municipal offices that offer walk-in public services shall have three Municipal Flag Poles outside the building, either on the grounds or attached to the building, in proximity to the main entrance. The City shall endeavour to have the same standard with leased buildings where the City is the sole or primary occupant and where public services are offered.
 - b. City Hall and other municipal locations that are designed or expected to host representatives from out of province or out of country or host visitors with their own banners, shall have four Municipal Flag Poles to provide a mast for the display of visiting jurisdictional flags.
 - c. Outdoor sports fields where the National Anthem is expected to be sung shall have a Municipal Flag Pole.

2. Display of Flags on Municipal Flag Poles:



- a. Where there are four Municipal Flag Poles:
 - i. The fourth Municipal Flag Pole shall be used for the display of the Flag of visiting jurisdictions. The Mayor may approve the raising of any of the following Flags:
 - 1. 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.
 - 4. When the fourth Flag Pole is not in use as per 1-3 above, the National Flag of Canada shall be displayed.
 - ii. Notwithstanding i) above, the Community Flag Pole, which is the fourth Flag Pole at St. Albert Place, is the only Municipal Flag Pole to be used to display the Flags of community groups. Community groups interested in displaying their Flag shall apply to the Chief Administrative Officer as outlined in the Administrative Procedure associated with this policy.
 - b. Where there are three Municipal Flag Poles, the National Flag of Canada, the Province of Alberta Flag and the City of St. Albert Municipal Flag shall be flown.
 - c. Where there is one Municipal Flag Pole, the National Flag of Canada shall be flown.
- 3. Three Flag Poles shall be in Council Chambers and where standing committees of Council meet to display the national, provincial and municipal Flag. A fourth may be added, as required, to display the Flag of other governments when their representatives are in attendance.
 - 4. Flags shall be displayed at any official event where the Mayor or Deputy Mayor is officiating a municipal event (minimum of two: national and municipal). When other levels of government are participating, the corresponding Flag shall be displayed. Where the event is of a significance that warrants the display of Flags, the appropriate Flag shall be displayed in accordance with this policy.
 - 5. The display and raising/lowering of Flags will be in adherence to the Government of Canada's Flag Etiquette.
 - 6. Display of Banners:
 - a. Banners shall only be displayed on the Community Flag Poles.



- b. Council shall not display a Flag or Banner in support of a Cause if:
 - i. it supports a political party or a Cause associated with a political party;
 - ii. the Cause could be unduly provocative, divisive and disruptive in the community;
 - iii. the Cause falls outside the powers of a municipality as defined in the *Municipal Government Act*.
 - c. Notwithstanding Standard 6 b ii or iii above, Council may approve flying a Banner in support of a Cause that supports the rights enshrined in the *Canadian Charter of Rights and Freedoms* or the *Alberta Human Rights Act*.
 - d. Banners promoting a commercial, for-profit enterprise, event, activity or Cause shall not be displayed on the Community Flag Pole.
7. The Flags flown by the cenotaph shall be chosen, provided and raised/lowered by the Royal Canadian Legion.
8. 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.
 - ii. If a City facility is located by the cenotaph or a place where a service is taking place, half-masting is to occur from 11:00 am to sunset or at the time of the service until sunset.
 - 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 11:00 am 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 City Hall 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(s).
- iii. In case of special circumstances related to Members of the Canadian Forces.

g. To commemorate the death of a former member of the St. Albert Fire Department:

- i. The St. Albert Fire Department may follow their documented policy and procedure to fly flags at half-mast at Fire Halls to honour former members on the day of the funeral or memorial service.

h. Other Special Circumstances:

- i. Flags may be flown at half-mast as a result of a significant event or circumstance.

9. 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 Flagpoles, at the discretion of the Mayor.



- b. All Flags in a group or those which are together shall be flown at half-mast.
- c. Flags or Banners on the Community Flag Pole, if displaying a Community Flag or Banner at the time, will be lowered to half mast. Community groups may opt to remove their Flag or Banner, but the Flag or Banner not be raised again during the duration of the half-mast period.





City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

Flag Display

AUTHORITY	SIGNATURE	APPROVED:	dd mm yyyy
Chief Administrative Officer		REVISIED:	12 11 2014 21 01 2019

Roles & Responsibilities

1. Chief Administrative Officer is responsible for consulting with the Mayor about displaying flags not specified in the Council policy and approving any requests by Community Groups to have their flag raised on City property.
2. The Manager, Corporate Communications is responsible for:
 - a. administering the Council policy;
 - b. communicating the decision and duration of raising or lowering to half-mast of any flags and notifying the appropriate City departments by e-mail to raise or to fly flags at half-mast;
 - c. ensuring information about the occasion for lowering/raising of flags is available on the City's website;
 - d. receiving requests and managing the process for Community Groups to display their flag, coordinating with Public Works, as required;
 - e. contacting the Mayor's Office and Chief Administrative Officer's Office in Special Circumstances (stated below) or situations where further discussion or decisions must be made regarding displaying flags or lowering flags to half-mast.
3. Public Works Department is responsible for:
 - a. the raising and lowering of flags, and placing the flags at half-mast: the exception is described in Item 4 below;
 - b. ensuring Government of Canada protocol is followed with respect to flying, placement of the National Flag and handling on flags;
 - c. assisting community groups in the utilization of the Community Flag Pole;
 - d. ensuring flag poles are installed where required.
4. Directors at other facilities are responsible for:

- a. the raising and lowering of flags, and placing the flags at half-mast when the department has its own maintenance staff assigned such duties;
- b. ensuring that flags are displayed at events in accordance with Council Policy C-CAO-19 Flag Display.

Procedures for Lowering Flags

1. Lowering flags to half-mast at City Hall:
 - a. The Manager, Corporate Communications and Design shall notify the Director of Public Works by e-mail when flags are to be flown at half-mast at St. Albert Place. This notification will include the duration (both effective date for lowering as well as the date to raise the flags).
 - b. The Manager, Corporate Communications and Design shall inform the Mayor's Office and Chief Administrative Officer's Office by e-mail.
2. Lowering flags at other City properties and buildings:
 - a. 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. The Manager, Corporate Communications and Design will notify these departments/properties directly.
 - b. The Manager, Corporate Communications and Design shall notify the Director, Public Works 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).
 - c. Departments/Facilities must raise their flags to full mast as requested.
 - d. Flags shall not continue to fly at half-mast longer than the timeframe noted.
 - e. Buildings/facilities which are unable to follow procedures are to contact the Manager, Corporate Communications and Design so that appropriate arrangements can be made.
3. City departments do not have approval to lower flags and fly at half-mast unless directed to do so by the Manger, Corporate Communications and Design, (except in circumstances noted in Council Policy C-CAO-19 Flag Display).

Procedure for the Community Flagpole

1. Groups interested in displaying their flag on the Community flagpole shall:
 - a. fill out the online Flag Raising Request form available on the City website;

- b. submit the form to the Manager, Corporate Communications and Design;
 - c. supply the flag, if approved for display, to the Manager, Corporate Communications and Design;
 - d. retrieve the flag from the Manager, Corporate Communications and Design after the flag has been lowered.
2. Public Works shall assist community groups with the raising and lowering of their flags.
 3. Groups must provide four weeks of notice to book the flagpole.