

Flag and Lighting Protocol Policy

GOV-002-036

Council Meeting
February 6, 2018

Policy Statement

The flags flown at Strathcona County facilities are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honoured.

The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to the County.

Strathcona County will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Chief Commissioner.

Policy Purpose

The purpose of this policy is to establish when flags at Strathcona County properties and facilities are to be flown at half-mast, and to ensure the use of Strathcona County's flag poles are exercised in a consistent and appropriate manner.

General Flag Protocol

Flags will be raised, lowered, flown, maintained and disposed of by Strathcona County in accordance with the Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

- Multiple flags flown together must be at the same height.
- All flags in a set must be the same size.
- Flags may be flown at night.

Precedence of Flags

- Flags will be flown in precedence as follows;
 - Canadian flag
 - Provincial flag
 - Strathcona County flag
- The Government of Canada's Canadian Heritage guidelines on flag etiquette and 'Rules for Flying the Flag...' take precedence over this policy and may direct that another flag takes precedence (i.e. the flag of a sovereign)
- Flags of visiting dignitaries from outside of Canada
- Only one flag or banner may be flown on each flag pole

Lower Flags to Half-mast

Lowering flags in concert with Federal and Provincial governments

Strathcona County will lower flags as directed by the Prime Minister's Office and Canada Heritage (in relation to the Canadian flag) and the Alberta Premier's Office and Alberta Protocol (in relation to the Canadian flag and the Alberta provincial flag).

Lower Flags to Half-mast

Lowering of flags at all Strathcona County properties

From the time of notification of death until sunset the day of the funeral or memorial service for:

- the Sovereign;
- a member of the immediate Royal Family;
- a current or former Governor General of Canada;
- a current or former Prime Minister of Canada;
- a current or former Lieutenant Governor of Alberta;
- a current or former Premier of Alberta;
- the current Mayor of Strathcona County.

Lower Flags to Half-mast

Flags will also be half-masted from sunrise to sunset on;

- April 28, the National Day of Mourning (for those who have died in the workplace);
 - June 23, National Day of Remembrance for Victims of Terrorism;
 - September (2nd Sunday), Firefighters' National Memorial Day
 - November 11, Remembrance Day, except where a Remembrance Day ceremony involves the raising or lowering of a flag or flags as part of the ceremony;
 - December 6, National Day of Remembrance and Action on Violence Against Women.
- whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings;
 - whenever the Alberta Premier's Office or Alberta Protocol have lowered the flags at all Provincial properties and buildings.

Lower Flags to Half-mast

At Council's Direction

Council may pass a resolution directing that Strathcona County lower flags to half-mast at any or all Strathcona County properties and facilities, for such time and under such circumstances as Council directs.

Lower Flags to Half-mast

Lowering Flags in accordance with RCMP service customs

Existing flag policies or procedures that the RCMP observes for flying flags at half-mast at the County's RCMP headquarters to honour former members on the day of a funeral or memorial service may continue to be observed.

Lowering of Flags at Approved Memorial Locations

Despite being a part of a set of flags, a memorial flag flown at approved memorial locations on County Properties may be, lowered on its own in accordance with the customs of the group or person the memorial is erected to honour.

Community Flag Poles

Community flag poles are specific, designated flag poles that may be used to fly the County's flag, the flag or banner of Community Groups, and to honour special circumstances that do not fall within Canada Heritage's guidelines for lowering flags.

- A community flag pole will not normally be used to fly the flag of Canada or Alberta.
- Each community flag pole must be both physically and visually separate from the County's standard flag poles.

Community Flag Poles

- A Community Flag Pole may be used to display the flag or banner of community groups. A flag or banner may be displayed during a Community Group's event, or during an event that has a connection to the County.
- A flag or banner, other than the County's flag, may be flown for up to 7 full days or, in exceptional circumstances, for the duration of an event that lasts longer than 7 full days.

Community Flag Poles

Strathcona County will not display a flag or banner if:

- it supports a political party or a cause associated with a political party;
- the flag or banner could be unduly provocative, divisive, or disruptive in the County; or
- the flag or banner promotes a commercial, for-profit enterprise, event, activity, or business.

Community Flag Poles

The Chief Commissioner, in consultation with the Office of the Mayor, may direct that the County's flag be flown at half-mast on a Community Flag Pole, under exceptional circumstances including:

- a significant international death or event that has international and local effect or import;
 - a significant national death or event that has national and local effect or import;
 - a significant local death or event that affects a significant portion of the residents of Strathcona County
- A resident may make a request to the County to have the County's flag flown at half-mast on a Community Flag Pole under exceptional circumstances, as listed above.

Community Flag Poles

In the event of a decision made to lower the County's flag on a Community Flag Pole, a Community Group's flag or banner may be removed and replaced with the County flag.

- The Community Group's flag or banner flying may then be rescheduled in consultation between the County and the Community group.
- Any flag or banner flown on a Community Flag Pole will be lowered to half-mast when flags at other County properties are lowered to half-mast.

Festival Place Lighting

The exterior, coloured lights at Festival may be used to display colours related to a Community Group, a Community Group's event, or an event that has a connection to the County.

- The lighting may display a Community Group's requested lighting for up to 7 full days or, in exceptional circumstances, for the duration of an event that lasts longer than 7 full days.
- Lights will typically operate from 5:00 p.m (or later) until 11:30 p.m.

Festival Place Lighting

Strathcona County will not display particular colours or colour patterns if:

- they supports a political party or a cause associated with a political party;
 - the colour display could be unduly provocative, divisive, or disruptive in the County; or
 - the colour display promotes a commercial, for-profit enterprise, event, activity, or business.
- Similar to the Community flag pole, the County may suspend the display of the Community Group's colour display under exceptional circumstances. The Community Group's colour display may then be rescheduled in consultation between the County and the Community group.

Strathcona County Flag

Strathcona County will not sell Strathcona County Flags to the public or businesses.

County Flag maybe donated for community events or special occasions

Questions?