
FLAG PROTOCOL

Date Issued: October 31, 2014

Responsibility: Director, Legislative Services

Current Revision: March 21, 2024

Cross Reference: N/A

1. PURPOSE

To ensure that all flags flown at City facilities, or under the City's control, are done so in a consistent and respectful manner, while in accordance with the rules and practices established by the Governments of Alberta and Canada.

2. DEFINITIONS

- 2.1 *City* – means the City of Fort Saskatchewan;
- 2.2 *City Manager* – means the Chief Administrative Officer of the City;
- 2.3 *Council* – means the municipal Council for the City;
- 2.4 *Flag Protocol* – means the rules for the flying of flags within the City, as established by Heritage Canada on behalf of the Government of Canada;
- 2.5 *Full-Mast* – means the position of a flag when flown in the normal manner;
- 2.6 *Half-Mast* – means the position of a flag flown halfway down the mast as a mark of respect during a period of official mourning;
- 2.7 *Municipal Flag* – means the approved flag for the City, unless stated otherwise in this procedure;
- 2.8 *National Flag* – means the approved National Flag of Canada;
- 2.9 *Provincial Flag* – means the Provincial Flag of Alberta, unless stated otherwise in this Procedure; and
- 2.10 *RCMP* – means the Royal Canadian Mounted Police.

3. PROCEDURE

- 3.1 Flying of Flags:

3.1.1 The order of flag placement shall be determined from the perspective of an individual facing the flags from the exterior of the site, or in an appropriate and consistent manner for interior flags, which is as follows:

- a) **Two flags:**
National Flag – Left
Provincial Flag, or other – Right
- b) **Three flags:**
Provincial Flag – Left
National Flag – Centre
Municipal Flag – Right
- c) **Four or more flags:**
National Flag – Leftmost, with the following from left to right:
Provincial Flag
Municipal Flag
Treaty 6
Métis
Other

3.2 Full-Mast:

3.2.1 Flags under the control of the City shall remain at Full-Mast at all times, unless otherwise specified within this Procedure.

3.3 Half-Mast:

3.3.1 The decision to fly the National Flag at Half-Mast is generally only made by the Government of Canada. This decision is communicated by the Prime Minister's Office, through the Department of Canadian Heritage, and/or the Alberta Protocol Office.

3.3.2 All flags flown in a group must be Half-Masted together, and in reverse order of precedence.

3.3.3 The National Flag shall always be the first to be raised, and the last to be lowered.

3.3.4 When flags are being brought to Half-Mast, all flags on City flag poles will be lowered as soon as possible. Flags will remain at Half-Mast as directed by the City Manager, or as specified in the notice published by the Government of Canada, or the communication from the Alberta Protocol Office.

3.3.5 The direction to Half-Mast the flags may be given upon:

- a) the death of the Sovereign or a member of the immediate Royal Family;
- b) the death of a current or former Governor General of Canada or Lieutenant Governor of Alberta;
- c) the death of a current or former Prime Minister of Canada;
- d) the death of a current or former Premier of the Province of Alberta;

- e) the death of the current Chief Justice of Canada or a current Member of the Canadian Ministry;
- f) the death of a current Member of Parliament from Alberta or current member of the Legislature Assembly of Alberta;
- g) recognized special days, which include:
 - i. *April 9th* – Vimy Ridge Day;
 - ii. *April 28th* - Workers' Mourning Day;
 - iii. *June 23rd* – National Day of Remembrance for Victims of Terrorism;
 - iv. *Second Sunday of September* – Firefighters' Memorial Day;
 - v. *Last Sunday of September* – Police and Peace Officers' Memorial Day;
 - vi. *September 30th* – National Day of Reconciliation;
 - vii. *November 8th* – National Aboriginal Veterans Day;
 - viii. *November 11th* – Remembrance Day;
 - ix. *December 6th* – National Day of Remembrance and Action on Violence Against Women; or
 - x. other such appropriate occasion, and
- h) as directed to Legislative Services by the City Manager.

3.3.6 The National Flag shall always be displayed Full-Mast on the following days:

- a) *July 1st* – Canada Day;
- b) *The Monday preceding May 20th* – Victoria Day.

3.4 Special Circumstances:

- 3.4.1 The RCMP may lower the flags at the Protective Services Building in accordance with the RCMP Administrative Manual – Ceremonial Protocol and Drill Manual (Ch.1.1) National Flag and RCMP Ensign, for those situations listed therein, which are not part of this Procedure.
- 3.4.2 The City's Fire Services may lower their flags upon the death of a Fire Fighter while on duty in any jurisdiction, in communication with the City Manager.
- 3.4.3 Flags will remain at Half-Mast from the time of notification until sunset on the day of the funeral, unless otherwise directed.

3.5 Notification:

- 3.5.1 Notice to Half-Mast the flags is made by the Prime Minister's Office, through the Department of Canadian Heritage, and/or the Alberta Protocol Office. This notice will contain the occasion and duration of the Half-Masting.
- 3.5.2 When a Half-Mast notice is received, Legislative Services shall forward the contents of the notice to the City's Fleet, Facilities, and Engineering (FFE) Department, and any other parties in custody or control of City facilities, in order to carry-out the instructions of the notice.

3.5.3 When flags are lowered to Half-Mast the City will publish the contents of the notice on the City's social media accounts.

3.6 Inventory and Maintenance:

3.6.1 FFE shall maintain an inventory of City flag poles, which shall indicate:

- a) flag pole locations;
- b) the specific department or staff responsible for each location;
- c) the type of flag(s) normally flown from the pole;
- d) how the flag and pulley mechanisms can be accessed; and
- e) any other information required to access and operate the flag pole.

3.6.2 FFE shall provide the Legislative Services Department with a current copy of the inventory upon request.

3.6.3 FFE shall conduct monthly preventative maintenance inspections on flag poles and their accompanying flags. The maintenance and painting of flag poles shall be included in the preventative maintenance schedule of City parks and playgrounds.

3.6.4 When in the course of a preventative maintenance inspection it is noted that a flag is in need of replacement due to fading, tearing or other damage, the department responsible for the flag pole will promptly replace the flag and dispose of the retired flag in a dignified manner, as set out by the Department of Canadian Heritage.

3.6.5 Departments responsible for each flag pole shall maintain a supply of replacement flags. Flags purchased must be those that are designated for outdoor use, and are made of an ultra violet resistant material.

3.6.6 Facilities staff shall budget for, and purchase, flags for the City and distribute to the departments responsible for flag poles, as necessary.

3.6.7 If at any time the City plans to erect a flag pole (either free standing or as a component of another structure), FFE shall be included in the preliminary discussions, so that all functional and practical concerns can be addressed and accommodated.

3.7 Other Flags and Requests

3.7.1 Other flags of historical significance may be flown at select City facilities, and will be displayed in accordance with any applicable Provincial or Federal regulations.

3.7.2 Other flags not specifically named within this Procedure may be flown at a City facility, but shall only be done so at the sole discretion of the City Manager, and will be displayed in accordance with any applicable Provincial or Federal regulations.

Appendix “A”

Locations where the City of Fort Saskatchewan is responsible for the raising and/or maintenance of flags:

There are 5 flags permanently displayed at City Hall which should be displayed from the perspective of the viewer facing the main entrance as follows:

- National
- Provincial
- Municipal
- Treaty 6
- Métis

There are 5 flags permanently displayed in Council Chambers which should be placed as follows:

- National
- Provincial
- Municipal
- Treaty 6
- Métis

There are 4+ flags permanently displayed in Legacy Park, which should be displayed as follows:

- National
- Provincial
- Municipal
- Lord Strathcona Regimental Flag
- Other(s)

There are 4 flags permanently displayed outside the Dow Centennial Centre which should be displayed as follows from left to right from the perspective of the viewer from across Highway 21:

- National
- Provincial
- Municipal
- Dow Centennial Centre

There are 3 flags permanently displayed outside the Pioneer House which should be displayed as follows from left to right from the perspective of the viewer from 100 Avenue:

- Provincial
- National
- Municipal

There is 1 National Flag at the Fire Hall and 1 National Flag at Branch 27 of the Royal Canadian Legion. The flag at the Royal Canadian Legion is not the property of the City.

There are 3 permanent flags displayed outside the Protective Services Building, which should be displayed as follows:

- Provincial
- National
- RCMP “K” Division

There are 3 flags in the Fort Heritage Precinct which are never lowered, and are displayed as follows:

- Canadian Red Ensign - displayed in the Village (museum)
- Royal Union Flag (Union Jack) – displayed in the 1875 – 1885 North West Mounted Police (NWMP) Fort – right of Red Ensign