



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CAO-19</b>	<b>Flag Display and Commemorative Lighting</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
October 20, 2014	

## Purpose

To provide direction to Administration on displaying Flags and recognizing Days of Significance.

## Policy Statement

The City acknowledges the symbolic importance of Flags. Flags are used by the City to bestow honour and respect to groups of people, communities and nations and to express a collective sense of grief and respect.

The City can help promote a more inclusive, diverse, equitable, and accepting community by lowering flags to half-mast and by displaying additional flags at City properties. The City can also display commemorative LED lighting to recognize Days of Significance.

The City will strive to accommodate and provide opportunities for Community Groups to display their Flags and/or request commemorative LED lighting displays. Notwithstanding anything contained in this policy, Council reserves the right to determine when, where and which Flags and commemorative LED lighting will be displayed on City property.

Unless stated otherwise in this policy, the City will follow the established flag protocols, practices and etiquette outlined by the Government of Canada and the Province of Alberta in the National Flag of Canada Etiquette and the Government of Alberta Flag Etiquette guidelines.

The Municipal Flag Poles at the headquarters of the local RCMP detachment are 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);

“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;

“Days of Significance” means day(s) that are designated to recognize specific social, cultural, or historic events. While these day(s) may be associated with a particular creed or belief, they are not religious observances.

“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, Treaty 6 Flag, Métis Flag, Flag of the Province of Alberta and the City of St. Albert Municipal Flag.

## **Responsibilities**

The Chief Administrative Officer or delegate is responsible for the effective application of this policy and associated administrative policies, standards, procedures, and practices.

The Mayor (or Deputy Mayor), after consulting with other Members of Council, will:

1. 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
2. for determining the requirement to display Flags at events where members of Council are officiating.

Council may direct the Chief Administrative Officer to display a Flag or commemorative LED lighting on the exterior of City infrastructure that has the appropriate equipment installed.

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 or delegate is authorized to direct flags be lowered to half-mast at City properties.

### **Standards and Expectations**

General:

1. The following Flags may be raised on Municipal Flag Poles:
  - a. The National Flag of Canada;
  - b. The Treaty 6 Flag;
  - c. The Métis Flag;
  - d. The Province of Alberta Flag;
  - e. The City of St. Albert Municipal Flag;
2. The Flag of a Community Group or the Flag of a visiting jurisdiction may be raised on Community Flag Poles including:
  - a. the Flag of the United Nations;
  - b. the Flag of a nation or state recognized by Canada when the nation's sovereign or the sovereign's representative is visiting the City;

- c. a Canadian jurisdiction when an official representative is visiting the City; and
  - d. a Community Group Flag, if approved by the Chief Administrative Officer, or delegate.
3. Community Groups interested in displaying their Flag shall apply to the City. The Chief Administrative Officer, or delegate, may approve or deny the Community Group's application.
4. Flags shall be displayed in Council Chambers at the discretion of Council.
5. 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:

1. The Flags flown by the cenotaph at St. Albert Place shall be chosen, provided and raised/lowered by the Royal Canadian Legion.
2. Flags flown outside at all City properties and buildings will be flown at Half-Mast from sunrise to sunset on the following days:
  - a. April 9, National Day of Remembrance of the Battle of Vimy Ridge;
  - b. April 28, National Day of Mourning (for those who have suffered and died in the workplace);
  - c. June 23, National Day of Remembrance for Victims of Terrorism;
  - d. September 11, National Day of Service;
  - e. Second Sunday in September of each year, Firefighters' National Memorial Day;
  - f. Last Sunday in September of each year, Police and Peace Officers National Memorial Day (to honour fallen Canadian Police and Peace Officers);
  - g. September 30, National Day for Truth and Reconciliation / Orange Shirt Day;
  - h. November 8, National Indigenous Veterans Day;

- i. November 11, Remembrance Day. 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; and
    - j. December 6, National Day of Remembrance and Action on Violence Against Women.
  3. Flags flown outside at all City properties and buildings will be flown at Half-Mast from sunrise to sunset:
    - a. 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. For 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), Flags at all City properties and buildings will be flown at Half-Mast upon notification of death until sunset the day of the funeral or memorial service;
      - ii. For City of St. Albert employee on leave as a reservist, Flags at all City properties and buildings will be flown at Half-Mast from notification of death until sunset the day of the funeral or memorial service;
      - iii. In case of special circumstances related to Members of the Canadian Forces, Flags at all City properties and buildings will be flown at Half-Mast upon notification of death until sunset the day of the funeral or memorial service;
    - b. To commemorate the death of a current or former City Mayor, Councilor, or staff member at the request of the Mayor on behalf of Council, if appropriate, Flags at all City properties and buildings will be flown at Half-Mast on the day of the funeral or memorial service; and
    - c. In other special circumstances Flags may be flown at Half-Mast as a result of a significant event or circumstance, at the discretion of the Mayor.
  4. Notwithstanding anything contained in this policy, the Mayor may direct Flags be lowered to Half-Mast only at specific City properties and/or for any duration deemed appropriate by the Mayor.
  5. The City will recognize the following Days of Significance with appropriate colour(s) of commemorative LED lighting on the exterior of St. Albert Place:

- a. January 1 – St. Albert City Day (1977)
- b. February – Black History Month
- c. February – Pink Shirt Day
- d. 3<sup>rd</sup> Monday in February – Family Day
- e. February 14 – Valentines Day
- f. March 17 – St. Patrick’s Day
- g. Easter Sunday
- h. April 9 – National Day of Remembrance of the Battle of Vimy Ridge
- i. April 22 – Earth Day
- j. April 28 – National Day of Mourning (for those who have suffered and died in the workplace)
- k. May – Sexual Violence Awareness Month
- l. May – Mental Health Week
- m. 2<sup>nd</sup> Sunday in May – Mother’s Day
- n. 3<sup>rd</sup> Monday in May – Victoria Day
- o. June – Pride Month
- p. 3<sup>rd</sup> Sunday of June – Father’s Day
- q. June 21 – National Indigenous Peoples Day
- r. June 23, National Day of Remembrance for Victims of Terrorism
- s. July 1 – Canada Day
- t. August 23 – Treaty 6 Recognition and Territorial Acknowledgement Day
- u. 1<sup>st</sup> Monday of September – Labour Day
- v. September 1 – Alberta Day
- w. September 11 – National Day of Service
- x. 2<sup>nd</sup> Sunday in September – Firefighters’ National Memorial Day
- y. Last Sunday in September – Police and Peace Officers National Memorial Day (to honour fallen Canadian Police and Peace Officers)
- z. September 30 – National Day for Truth and Reconciliation / Orange Shirt Day
- aa. 2<sup>nd</sup> Monday in October – Thanksgiving
- bb. October 31 – Halloween
- cc. November 1 – Saint Albert of Louvain Feast Day
- dd. November 8 – National Indigenous Veterans Day
- ee. November 11 – Remembrance Day
- ff. November – Métis Week
- gg. December 6 – National Day of Remembrance and Action on Violence Against Women
- hh. December 10 – Human Rights Day
- ii. December 25 – Christmas Day
- jj. December 31 – New Year’s Eve

- 6. Community Groups interested in displaying commemorative LED Lighting at St. Albert Place shall apply to the City. The Chief Administrative Officer, or delegate, may approve or deny the Community Group’s application.

## Legal References

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

## Cross References

C-CC-24 St. Albert Heritage Recognition Policy

## Attachments

N/A

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
May 12, 2026	May 2030	January 21, 2019 – AR-19-003 April 20, 2020 – CB-20-039 September 16, 2025 – AR-25-375 May 12, 2026 – AR-26-230