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## Flag Display Policy

POLICY NUMBER: 203-AD-16

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Approval Date: November 22, 2016

Revise Date: January 11, 2022

Motion Number: CM20161122.1011

Repeal Date:

Supersedes:

Review Date:

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### 1.0 Policy Intent

The City of Cold Lake wishes to ensure that flags on City property are displayed in a consistent and appropriate manner.

### 2.0 Purpose

The purpose of the Flag Display Policy is to provide guidelines to administration to ensure respectful display of flags on City of Cold Lake property. This policy shall only apply to flag poles on City of Cold Lake owned and operated property.

### 3.0 Policy Statement

- 3.1 The City of Cold Lake recognizes the symbolic importance of flags in bestowing honor and respect, or expressing a collective sense of grief and respect through lowering flags to half-mast.
- 3.2 The City shall erect a fourth flag pole at City Hall to be used as a Community Flag Pole.

### 4.0 Managerial Guidelines

#### Display of Flags on Municipal Flag Poles

- 4.1 There shall be four (4) municipal flag poles installed in front of City Hall:
  - 4.1.1 A flag pole for the National Flag of Canada,
  - 4.1.2 A flag pole for the Province of Alberta flag,
  - 4.1.3 A flag pole for the City of Cold Lake municipal flag,
  - 4.1.4 A Community Flag Pole to be used according to this policy.
- 4.2 There shall be three (3) municipal flag poles installed in front of the following municipal buildings that house municipal offices and offer walk-in public services:
  - 4.2.1 South Fire Hall located at 5201 55 Street

- 4.2.2 Energy Centre located at 7825 51 Street
- 4.2.3 Marina located at 802 Lakeshore Drive
- 4.2.4 Thomas Varughese Memorial Field located at 109, 7825 51 Street
- 4.3 Where there are three (3) municipal flag poles, the following flags shall be permanently flown:
  - 4.3.1 National Flag of Canada,
  - 4.3.2 Province of Alberta flag,
  - 4.3.3 City of Cold Lake municipal flag.
- 4.4 The Community Flag Pole shall be the only municipal flag pole used to display the flags of community groups or the flag of visiting jurisdictions.
- 4.5 The display and raising/lowering of flags on the municipal flag poles shall adhere to the Government of Canada's Flag Etiquette.
- Use of the Community Flag Pole**
- 4.6 The Community Flag Pole may be used to display the flag in the following circumstances:
  - 4.6.1 The flag of a nation of a person an ambassador or high commissioner visiting from another jurisdiction;
  - 4.6.2 The flag or banner of a community group, charitable or non-profit organization.
- 4.7 If a group is interested in displaying their flag on the Community Flag Pole, they shall make the request in writing to the Chief Administrative Officer (CAO) of the City of Cold Lake.
- 4.8 Flags or banners shall not be displayed on the Community Flag Pole, if that flag or banner:
  - 4.8.1 supports a political party or a cause associated with a political party;
  - 4.8.2 supports a cause which is unduly controversial, provocative, divisive, or disruptive in the community;
  - 4.8.3 promotes a commercial, for-profit enterprise, event, or activity;
  - 4.8.4 represents a group of organization whose undertakings or philosophy are contrary to the City of Cold Lake policies or bylaws, espouse racism, violence or hatred.
- 4.9 The City of Cold Lake CAO shall have the discretion to determine whether it is appropriate to approve the display of a flag on the Community Flag Pole.
- 4.10 Where there is more than one request to display a flag on the Community Flag Pole, during the same period of time, the CAO shall have the discretion to determine which flag will be raised, taking into consideration which request was received first.

**Half-Mast**

- 4.11 In accordance with the Government of Canada, Rules for Half-Masting the National Flag of Canada, flags flown on municipal flag poles shall be flown at half-mast from sunrise to sunset to express a collective sense of grief and respect during the following solemn occasions:
- 4.11.1 April 28, National Day of Mourning
  - 4.11.2 June 23, National Day of Remembrance for Victims of Terrorism
  - 4.11.3 Last Sunday in September, Police and Peace Officers National Memorial Day
  - 4.11.4 November 11, Remembrance Day
  - 4.11.5 December 6, National Day of Remembrance and Action on Violence Against Women
- 4.12 Flags flown on municipal flag poles may be flown at half-mast upon notification of death until sunset the day of the funeral or memorial services:
- 4.12.1 To commemorate the death of a member of the Canadian Forces whose residence was in Cold Lake, Alberta who has died in the line of duty;
  - 4.12.2 A commemorate the death of a member of the Royal Canadian Mounted Police (RCMP), Cold Lake Fire Services personnel, or ambulance service personnel whose residence was in Cold Lake, Alberta who has died in the line of duty.
- 4.13 Flags flown on municipal flag poles may be flown at half-mast as a result of a significant event or circumstance not already specified in this policy, at the discretion of the CAO. The CAO may deem it appropriate to specify whether flags flown on municipal flag poles shall be lowered to half-mast at all City locations or only specific City locations.
- 4.14 All flags flown together at the same location shall be flown either at half-mast or full mast.
- 4.15 If there is a flag or banner being flown on the Community Flag Pole during such time as the flags are being lowered to half-mast, the flag or banner will also be lowered to half-mast. The community group may opt to remove their flag or banner, but the flag or banner may not be raised again until the duration of the half-mast period is over.
- 4.16 There shall be information about the occasion for lowering/raising of flags available on the City's website.

**5.0 References****6.0 Persons Affected**

Members of the public

**7.0 Revision/Review History**

- Addition of section 4.2.4 to include Thomas Varughese Memorial Field

Jan 28, 2022

Date

Jan 28 2022

Date

Chief Administrative Officer

Mayor

