

Policy

Title: FLAGS AND PROCLAMATIONS POLICY		Number: 0175	
Reference: Administrative Committee - May 31, 2023 Administrative & Legislative Review Committee June 21, 2023	Adopted by City Council: July 4, 2023		Supersedes: Policy 007 – Flag Protocol Policy and Procedure
	City Clerk	Chief Administrative Officer	
Prepared by: OFFICE OF THE CITY CLERK			

STATEMENT

ALL FLAGS FLOWN BY THE CITY WILL BE TREATED WITH RESPECT AND DIGNITY IN ACCORDANCE WITH ACCEPTED NATIONAL AND PROVINCIAL REQUIREMENTS.


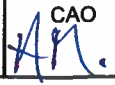
THE PUBLIC WILL HAVE THE OPPORTUNITY TO REQUEST FLAG RAISING, FLAG HALF-MASTING OR PROCLAMATIONS AND APPROVAL WILL BE BASED UPON ESTABLISHED CRITERIA.

PRINCIPLES

1. Ensure that flags flown by the City are treated with respect and dignity in accordance with accepted national and provincial requirements.
2. Ensure that the public is provided the opportunity to request flag raising, flag half-masting, and proclamations.
3. Establish criteria for approval of flag raising, flag half-masting, and proclamation requests.

ROLE OF COUNCIL

1. To receive, review and adopt this policy and any recommended amendments thereto.
2. To receive, review and approve those responsibilities within the Procedure that are assigned to Office of the Mayor, Mayor and Council.

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1. DEFINITIONS

- 1.1 **“Canadian Heritage”** means a branch of the federal government responsible for the cultural, civic and economic life of Canadians. This branch is responsible for the National Flag of Canada.
- 1.2 **“Community Flag”** means a banner in the form of a flag that bears the symbol, logo or other distinguishing marks that represents a charitable or non-profit organization that does not have flag status.
- 1.3 **“Community Group”** means a not-for-profit organization established under an Albertan or Canadian statute or enactment, and that carries on activities benefitting the residents of the City of Medicine Hat.
- 1.4 **“Flag”** for the purposes of this policy includes the National Flag of Canada, the Flag of Alberta, the Municipal Flag of Medicine Hat, the First Nations Flag(s), the Metis Flag(s) and the Community Flags.
- 1.5 **“Municipal Buildings and Properties”** means any building, structure or area of land owned by or under the direction and control of the City of Medicine Hat, except for buildings and properties leased or otherwise under the direction and control of a third-party entity.

2. FLAG ETIQUETTE AND PROTOCOLS

General Flag Protocols

- 2.1 When a single flag is flown, the National Flag of Canada will be flown.
- 2.2 When two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
- 2.3 When three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta, and the Municipal Flag of Medicine Hat will be flown.
- 2.4 Canadian Heritage’s guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). Those guidelines take precedence over any guidelines in this Policy.
- 2.5 Only one flag or banner may be flown on each flagpole. Two or more flags or banners may not be flown in a stacked position (one on top of the other).
- 2.6 If multiple flags are flown together in a set, all the flags will be flown at the same height (full-mast or half-mast).
- 2.7 All flags flown together in a set must be the same size in their vertical dimension.

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2.8 Flags may be flown at night (i.e., flags do not need to be raised at sunrise and taken down at sunset, daily).

Half-Masting

2.9 Flags will be lowered 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) as follows:

- (a) for specified dignitaries, from the time of notification of death until sunset the day of the funeral or memorial service;
- (b) for specified days; and
- (c) whenever the flags are lowered at all Federal and/or Provincial properties and buildings (e.g. in relation to an unforeseen event).

Specified dignitaries and days are detailed on the website locations provided in Section 3.

2.10 Flags will be lowered to half-mast from the time of notification of death for a period of 7 days for:

- (a) a current or former Mayor or Councillor of the City of Medicine Hat; and
- (b) a current City of Medicine Hat employee.

2.11 At the discretion of the Administrative Committee, flags may be lowered to half-mast at any or all City of Medicine Hat properties and facilities, for such time and under such circumstances as required.

2.12 Flags flown on flagpoles not equipped with halyards and pulleys are not required to be half-masted.

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

Community Half-Masting Requests

2.14 Half-masting requests must be submitted in writing to the City Clerk and will be considered at the discretion of the Administrative Committee.

2.15 The City of Medicine Hat reserves the right to cancel or suspend an approved request in an unforeseen or exceptional circumstance.

Community Flag Raising Requests

2.16 Non-profit organizations and community groups must request in writing to the City Clerk for authorization to fly a flag from one of the Community Flagpoles located at City Hall.

2.17 Requests must be received at least 14 days prior to the proposed event, specify the date and time of the event, and include details to support the request.

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- 2.18 At the discretion of the Administrative Committee, requests received less than 14 days prior to the proposed event may be considered.
- 2.19 All requests must meet the requirements set out within this policy to be considered for approval.
- 2.20 Flags must be provided by the requester and must be in excellent condition.
- 2.21 Flags shall be flown for one day unless otherwise approved at the discretion of the Administrative Committee.
- 2.22 At the discretion of the Administrative Committee, the City of Medicine Hat will not approve requests to raise or fly any flag that:
 - (a) supports a political party or a cause associated with a political party;
 - (b) supports an organization whose undertakings or philosophy espouse violence, hatred or racism;
 - (c) display colours, symbols or designs that promote a commercial, for-profit enterprise, event, activity, or business; or
 - (d) could be unduly provocative, divisive, or disruptive to the residents of the City of Medicine Hat.
- 2.23 The City of Medicine Hat reserves the right to cancel or suspend an approved request in an unforeseen or exceptional circumstance.

3. PROCLAMATIONS

- 3.1 Non-profit or charitable organizations may submit a [Request a Proclamation Form](#) to the Office of the Mayor and Council for consideration.
- 3.2 Requests must be submitted to the Office of the Mayor and Council at least three weeks before the event date.
- 3.3 Requests must provide background information about the cause or event being proclaimed.
- 3.4 Requests must include proposed wording for the proclamation, and such wording shall be subject to review and amendment as deemed necessary.
- 3.5 Repeat requests must be submitted annually for consideration.
- 3.6 Proclamations are issued at the discretion of the Mayor, based on the mandate and strategic goals of the City of Medicine Hat. Causes or events must contribute to the economic, social, and cultural fabric of the City of Medicine Hat and can include:
 - (a) Public awareness campaigns
 - (b) Arts and cultural celebrations
- 3.7 Proclamations are issued only to recognized Medicine Hat organizations and not to individuals.

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- 3.8 Organizations do not have exclusive rights to the day, week or month being proclaimed.
- 3.9 Similar topic proclamations will be considered on a first come, first served basis.
- 3.10 Proclamations will not be read at Open Council Meetings or posted on the City of Medicine Hat website.
- 3.11 At the discretion of the Office of the Mayor and Council, Proclamations will not be issued for:
 - (a) matters of political controversy, ideological or religious beliefs, or individual conviction;
 - (b) events or organizations with no direct connection to the City of Medicine Hat;
 - (c) campaigns or events contrary to City policies, bylaws, or strategic plan;
 - (d) National, Independence or Republic Days (please see flag-raising for appropriate recognition);
 - (e) campaigns intended for profit-making purposes; or
 - (f) matters that could be unduly provocative, divisive, or disruptive to the residents of the City of Medicine Hat.

4. RESPONSIBILITIES

- 4.1 **City Council will**
 - (a) approve this Policy and any amendments thereto;
 - (b) approve those provisions within this Procedure that assign responsibilities to the Office of the Mayor, Mayor and Council.
- 4.2 **The Administrative Committee will**
 - (a) make recommendations to Council regarding amendments to this Policy; and
 - (b) make recommendations to Council regarding amendments to those provisions within the Procedure that assign responsibilities to the Office of the Mayor, Mayor and Council.
 - (c) approve this Procedure and any amendments thereto, excepting those provisions that assign responsibilities to the Office of the Mayor, Mayor and Council.
- 4.3 **The Office of the Mayor and Council will:**
 - (a) coordinate with Corporate Communications to advise the community on proclamation protocol;
 - (b) receive requests for proclamation events from the community;
 - (c) notify the Mayor of proclamation requests;
 - (d) advise the requester of approval or denial of the proclamation request;
 - (e) Coordinate with Corporate Communications to send out notices on proclamations;
 - (f) coordinate with Corporate Communications for any public notice requirements.

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4.4 City Clerk’s Office will:

- (a) when requested, advise the Administrative Committee on any requests that vary from the policy and protocols as approved by Council;
- (b) advise the community on flag raising and flag half-masting protocol;
- (c) receive requests for flag raising and flag half-masting from the community;
- (d) notify the Administrative Committee of flag raising and flag half-masting requests;
- (e) advise the requester of approval or denial of the flag raising or flag half-masting request;
- (f) coordinate with Corporate Communications to send out notices on flag raising or flag half-masting, when desirable;
- (g) coordinate with Corporate Communications for any public notice requirements.

4.5 Facilities Management will:

- (a) act under the direction of the City Clerk to raise and lower flags as required;
- (b) ensure any and all flags on City of Medicine Hat flagpoles are in excellent condition, removing or replacing any that are damaged or otherwise in poor condition.

3 APPENDICES / REFERENCES

Appendix A – Locations of Flag poles on City of Medicine Hat Properties

Website Link – [Canadian Heritage – National Flag of Canada Etiquette](#)

Website Link – [Protocols and Guidelines for Displaying the Alberta Flag](#)

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APPENDIX “A” – FLAGPOLE LOCATIONS

LOCATION	# OF POLES	FLAGS FLOWN
0001 – Power Plant	1	Canada
0250 – Water Treatment Plant	1	Canada
0708 – Kinplex	4	Canada, Alberta, City
0721 – Big Marble Go Centre	7	Canada, Alberta, City, Kinsmen, BMG
*0726 – South Ridge YMCA	1	Canada
0750 – Coop Place	3	Canada, Alberta, City
0814 – Kin Coulee Park Bandshell	3	Canada, Alberta, City
*0821 – Heritage Pavilion	1	Canada
0851 – Echo Dale Regional Park	3	Canada, Alberta, City
0882 – Hillside Cemetery	2	Canada (2) 1 at ½ mast in Veterans’ Area
0906 – Riverside Veterans Memorial Park	1	Canada
*0945 – Saamis Teepee	3	Canada, Alberta, City
1051 – Airport Terminal	3	Canada, Alberta, City
1150 – City Hall	5	Canada, Alberta, City (2 empty)
1158 – Public Library	1	Canada
1159 – Police Station	1	Canada
1162 – Fire Station 3 (Gershaw Dr.)	6	Canada (2), Alberta (2), City, Fire Association
1176 – Fire Station 2 (Trans Can Way)	3	Canada, Alberta, City
1179 – Fire Station 1 (Parkview Dr.)	3	Canada, Alberta, City
Batus Park	2	Canada

*** Flagpoles at these locations are not equipped with halyards and pulleys and are not required to be half-masted pursuant to the half-masting and flag etiquette from the Government of Canada.**