



COUNCIL – AGENDA REPORT

Meeting Date: 18 March 2025
Subject: Flag Policy P-MED-10-C
Directorate: City Manager

Issue:

Council is being asked to endorse a new Flag Policy to guide staff on how to handle flags located at City Hall and at other City sites.

Policy / Council Direction:

Council passed the current Flag Policy MED-07-C on June 20, 2022.

Background:

Legislative Services proposes a new Flag Policy P-MED-10-C. Since numerous changes are needed to update the current policy, it is clearer to replace it, rather than amending it.

As in the current policy, the new policy outlines how staff should manage the flags on City sites, in ways that are respectful, consistent, appropriate and transparent. The new policy states how the City displays, flies and half-masts flags and how Council approves temporary flag raisings. It also states the City may allow external groups to fly flags at some City sites. There are three external groups that fly flags at City sites: the RCMP; the Royal Canadian Legion; and the Army, Navy and Air Force Veterans in Canada.

The new policy is in the new template, as part of the changes. It explains the City has flags “located” at sites, since it also “displays” flags. The new section 16 describes the effect of Council approving a request for a temporary flag raising. Section 18 was added to explain how the City follows certain half-mast notices from the Government of Alberta or Government of Canada. The new section 19 states the Fire Department may half-mast flags flown at City fire stations, to honour the line of duty death of a firefighter. This policy adds the header “Roles and responsibilities”, with new sections 22, 23 and 24. It also adds the headers “Transition”, “Relevant legislation”, “Appendices” and “History”. Definitions were moved to the policy’s start and other sections renumbered. Formatting was also changed.

On September 8, 2023, the City held a formal ceremony with Elders, Knowledge Keepers and Blackfoot Confederacy representatives. Since then, the City has had permission to

permanently fly the Treaty 7 First Nations flag and Métis Nation flag at City Hall and to display both in Chambers. The new policy updates this in Schedule A's sections 2 and 7.

Schedule A was significantly revised and was renamed. Staff added two definitions. Section 4 was revised and includes new sites, where flags permanently fly. Section 8 explains which flags the City flies at all City sites with three flagpoles. Section 10 refers to the flagpole installed for the City's temporary flag raisings, in Nose Creek Regional Park.

Since July 2022, the City has flown four flags at the Dr. José Rizal Monument in Nose Creek Regional Park. These flagpoles were installed after Council passed the current policy in June 2022. Section 6 of Schedule A now states that the City flies these flags there: the National flag, the Republic of Philippines flag, the Alberta flag and the Airdrie flag.

Council Committee Routed Through:

N/A

Administration Recommendation:

That Council endorses Flag Policy P-MED-10-C and rescinds Flag Policy MED-07-C.

Alternatives/Implications:

1. If Council chooses not to endorse Flag Policy P-MED-10-C, Council will still have Flag Policy MED-07-C in place. However, the current policy does not reflect:
 - a. the full and accurate list of flags currently located at City sites;
 - b. the location of the new flagpole that the City may use for temporary flag raisings; and
 - c. that the Fire Department may half-mast flags to honour line of duty deaths of firefighters.

Budget Implications:

N/A

Communications and Engagement:

Staff will post the new Flag Policy on the City website, to make it available to staff and the general public. The three external groups that fly flags on City sites will be notified directly.

Recommendation:

That Council endorses Flag Policy P-MED-10-C, as presented and rescinds Flag Policy MED-07-C.

J. Bayly-Atkin, Senior Legislative Officer

Staff Presenter:	Jennifer Bayly-Atkin
External Presenter:	N/A
Department:	City Manager
Reviewed by:	Charlotte Satink
Attachments:	#1: Flag Policy P-MED-10-C #2: Redline of current Flag Policy MED-07-C #3: Flags Flown on City Sites #4: Map of current flagpoles within city of Airdrie