

[Attachment 2 to Council report for Flag Policy P-MED-10-C, March 18, 2025 – Redline of policy]

## CITY OF AIRDRIE COUNCIL POLICY FLAG POLICY

Effective Date: June 20, 2022 Revision Date: \_\_\_\_\_  
Approved By: City Council  
Approved On: June 20, 2022 Resolution #: 2022-C-261

### Purpose

- 1 This policy sets out how the City of Airdrie (the City) manages flags flown **and displayed** on City sites. The standards in this policy help ensure the City **treats flies** flags in a respectful and transparent manner.

### Definitions

- 2 In this Council policy
  - a. **“City Manager”** ~~Chief Administrative Officer~~ means the duly appointed Chief Administrative Officer of the City of Airdrie or their delegate;
  - b. “City of Airdrie” means the City of Airdrie as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
  - c. “City site” means a facility, property, building or park, that is managed or owned by the City of Airdrie;
  - d. “Council” means the duly elected Council of the City of Airdrie;
  - e. “designated flagpole” means a flagpole installed on a City site to be used for temporary flag raisings;
  - f. “flag” means a piece of cloth bearing a pattern that represents a government, nation or organization;
  - g. “half-mast” means the position of a flag being flown approximately halfway down a flagpole, as a symbol of respect, commemoration or collective mourning;
  - h. “Order of Precedence” means the positioning of flags in priority of importance, order or rank as per protocol established by the Government of Canada and the Province of Alberta; and
  - i. “organization” means an organized group of people that has a particular purpose, including a business, society or association.

## Scope

- 3 This policy applies to flags ~~flown~~ located on City sites.
- 4 This policy does not apply to flags located ~~flown~~ on private property.

## Policy

- 5 The City recognizes that flags are important symbols of honour and pride for nations, communities and groups of people. Flags located on ~~flown-at~~ City sites must be treated with respect and in a consistent manner.
- 6 Council supports public awareness campaigns, charitable causes, arts and cultural celebrations and significant events by temporarily raising or half-masting flags. Raising and half-masting flags are ceremonial forms of recognition made on behalf of Council and Airdrie citizens.
- 7 The City flies ~~and displays~~ some flags permanently and others on a temporary basis. Schedule A of this policy identifies permanent and temporary flag locations on City sites.
- 8 Flags are flown ~~and displayed~~ in the Order of Precedence and according to federal and provincial protocols, where applicable.
- 9 The ~~City Manager~~ ~~Chief Administrative Officer~~ may direct the display of flags at an official municipal event.

## Temporary Flag Requests

- 10 Council may approve, by resolution, the temporary flying of a flag on a designated flagpole for a specified duration.
- 11 Requests for a temporary flag raising must be received by Legislative Services at least three weeks before the Council meeting at which the requestor wants Council to consider to the request.
  - 1) Requests must be in writing and include details about the event, cause, campaign or celebration.
  - 2) Requestors must specify whether they wish to appear before Council to present their request. Presentations are limited to five minutes.
  - 3) Council may decide to not consider late requests or incomplete requests.
- 12 Requestors must be
  - 1) a City resident;

- 2) a non-profit organization located or having a presence in the City; or
  - 3) a community or nation with a presence in the City.
- 13 Council considers approving requests intended to recognize an event, cause or achievement of local, national or international significance.
- 14 Council declines requests if the cause or event being recognized is
- 1) a matter that is politically or religiously motivated or that represents individual conviction;
  - 2) a campaign, event or activity that is contrary to the City's policies or bylaws;
  - 3) made by individuals or organizations that espouse discrimination, hatred, violence or racism;
  - 4) made by individuals or organizations that are not directly related to the community or do not represent a local interest; or
  - 5) an event or activity intended for profit-making purposes.
- 15 The requestor is responsible for all related advertising, publicity or media coverage.
- 16 If Council approves a request for a temporary flag raising, Council's approval is not:
- (1) legally binding on the City and has no legislative value;
  - (2) an endorsement by the Mayor, Council or the City;
  - (3) a representation about the requestor by the City; or
  - (4) precedent setting for future requests.

#### Half-masting Flags

- 17 The City flies flags at half-mast
- 1) when a Province of Alberta's half-masting notice applies to all Government of Alberta buildings across Alberta;
  - 2) when a Government of Canada's half-masting notice applies to all Government of Canada buildings across Canada;
  - 3) on ~~at~~ the dates listed in Schedule B of this policy;
  - 4) by resolution of Council; and

- 5) at the discretion of the ~~GAO~~ City Manager in the event of the death of a dignitary or City employee.
- 18 When the City follows a half-mast notification issued by the Government of Alberta or by the Government of Canada, the City adheres to the stated protocol and the designated times in that notification.
- 19 The Airdrie Fire Department ("AFD") may decide to half-mast the flags flown at the City's fire stations, to honour the line of duty death of a firefighter, based on the guidelines in the Canadian Association of Fire Chiefs Redbook on Flag Protocol. The AFD will notify the City Clerk, as soon as reasonably possible, once it decides to half-mast flags for this reason.

#### Other Agreements

- 20 From time to time, the City may enter into an agreement with an organization permitting the organization to install, fly and maintain flags on City sites. The organization must comply with all federal and provincial protocols and City bylaws, policies and procedures, except as set out in section ~~17~~ 21.
- 1) An organization may half-mast its flags after giving reasonable notice to the ~~Chief Administrative Officer~~ City Manager of its intention to do so.
- 21 An organization may decide to half-mast its flags at a City site or to not half-mast its flags, at the same time the City lowers flags at other City sites, if the organization is making its decision based on flag protocol that is binding on the organization.

#### Exceptions

- 22 Notwithstanding this policy, Council may, by resolution make any other decision it deems necessary in relation to flags flown or displayed on City sites.

#### Roles and responsibilities

- 23 City Council reviews and approves revisions to this policy.
- 24 The City Manager or their designate reviews and approves administrative policy or procedures related to this policy.
- 25 City administration carries out this policy and follows any related administrative policy or procedures.

#### Transition

This policy replaces Flag Policy MED-07-C.

#### Relevant legislation

N/A

## Appendices

Schedule A: Flying and Display of Flags

Schedule B: Half-masting Flags at City Sites

## Definitions

~~26—In this Council policy~~

- ~~j. “Chief Administrative Officer” means the duly appointed Chief Administrative Officer of the City of Airdrie or their delegate;~~
- ~~k. “City of Airdrie” means the City of Airdrie as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;~~
- ~~l. “City site” means a facility, property, building or park, that is managed or owned by the City of Airdrie;~~
- ~~m. “Council” means the duly elected Council of the City of Airdrie;~~
- ~~n. “designated flagpole” means a flagpole installed on a City site to be used for temporary flag raisings;~~
- ~~o. “flag” means a piece of cloth bearing a pattern that represents a government, nation or organization;~~
- ~~p. “half mast” means the position of a flag being flown approximately halfway down a flagpole, as a symbol of respect, commemoration or collective mourning;~~
- ~~q. “Order of Precedence” means the positioning of flags in priority of importance, order or rank as per protocol established by the Government of Canada and the Province of Alberta; and~~
- ~~r. “organization” means an organized group of people that has a particular purpose, including a business, society or association.~~

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Mayor

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City Clerk

**Document Management Control:**

~~Prepared by: Senior Legislative Services Officer~~

~~Owned by: Legislative Services~~

~~Dated issued: June 2022~~

~~Version: 1.0~~

**History**

Date adopted / Motion number:

Council amendments:

Administration reviews:

Date rescinded:

## Schedule A: Flying and Display of Flags Displays

### Definitions

- 1 In this schedule,
  - 1) “Airdrie Cenotaph” means the cenotaph located at 275 Jensen Drive NE, Block R2 Plan 7711717, in the City of Airdrie;
  - 2) “City Hall” means the building located at 400 Main Street SE, Airdrie;
  - 3) “City facility” means a building, structure or area of land owned by or under the direction and control of the City, including, but not limited to, recreation centers, sports and fitness facilities, libraries, and exhibition facilities;
  - 4) “Council Chambers” means the meeting chambers located in City Hall;
  - 5) “Doctor José Rizal Monument” means the monument to commemorate Dr. José Rizal, located within Nose Creek Regional Park, including the four flagpoles installed in a semi-circle next to the monument;
  - 6) “Gwacheon Park” means the park located within Nose Creek Regional Park, which contains five flagpoles installed next to the Gwacheon totem poles;
  - 7) “Municipal Police Building” means the building located at 100, 2 Highland Park Way NE, Airdrie; and
  - 8) “Nose Creek Regional Park” means the park located at 1400 Main Street SW, Lot 14 MR Plan 8011464, in the City of Airdrie;

### Permanent sites

- 2 At City Hall, the City permanently flies the National Flag of Canada (the National Flag), the Treaty 7 First Nations Flag, the Province of Alberta Flag (the Alberta Flag), the Métis Nation Flag and the City of Airdrie Flag (the Airdrie Flag).
- 3 At Gwacheon Park, the City permanently flies the National Flag, the Republic of South Korean Flag, the Alberta Flag, the Airdrie Flag and the City of Gwacheon Flag.
- 4 The City permanently flies the National Flag, the Alberta Flag and the Airdrie Flag at:
  - 1) the Airdrie Cenotaph;
  - 2) the Chinook Winds Fire Station, located at 2525 Chinook Winds Drive SW;
  - 3) the King’s Heights Fire Station, located at 2900 Kingsview Boulevard SE; and

- 4) the Veterans Fire Station, located at 1692 Veterans Boulevard NW;
  - 5) the Genesis Place Recreation Centre, located at 800 East Lake Boulevard NE; and
  - 6) all future City fire stations and recreation facilities constructed on the City's behalf.
- 5 At the Municipal Police Building, the National Flag and the Airdrie Flag are permanently flown from two of the three flagpoles located on the building.
  - 6 At the Doctor José Rizal Monument, the City permanently flies the National Flag, the Republic of Philippines Flag, the Alberta Flag and the Airdrie Flag.
  - 7 In Council Chambers, the National Flag, the Treaty 7 First Nations Flag, the Alberta Flag, the Métis Nation Flag, and the Airdrie Flag are always displayed, unless Council directs by resolution otherwise.
  - 8 At City facilities that have a group of three flagpoles, the City permanently flies: the National Flag, the Alberta Flag and the Airdrie Flag, unless Council directs otherwise by resolution.

#### Temporary sites

- 9 When Council makes a resolution to temporarily raise a flag, the resolution must state the flagpole location for that temporary flag raising.
- 10 The City has installed a permanent flagpole in Nose Creek Regional Park, which Council may decide to use for a temporary flag raising.



## **Schedule B: Half-masting Flags at City Sites**

- 1 Flags are flown at half-mast, at City Sites determined by the **City Manager CAO** Directorate, from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
  - 1) the Sovereign;
  - 2) a Member of the immediate Royal Family;
  - 3) current or former Governor General of Canada;
  - 4) current or former Prime Minister of Canada;
  - 5) current or former Lieutenant Governor of Alberta;
  - 6) current or former Premier of Alberta; and
  - 7) current Airdrie Mayor and Councillors.
- 2 If the City is notified of the death of the people listed below, flags are flown at half-mast at City Hall on the day of the funeral or the memorial service for a:
  - 1) former City Mayor; and
  - 2) former City Councillor.
- 3 The City flies flags at half-mast at City Hall and at other designated City Sites to commemorate the occasions listed in Table 1.

**Table 1**

	<b>Date</b>	<b>Occasion</b>	<b>City Sites at Half-mast</b>
a.	April 9	National Day of Remembrance of the Battle of Vimy Ridge	City Hall
b.	April 28	Day of Mourning for Persons Killed or Injured in the Workplace (also known as National Day of Mourning)	City Hall
c.	June 23	National Day of Remembrance for Victims of Terrorism	City Hall
d.	Second Sunday in September	Firefighters' National Memorial Day	City Hall, Airdrie Fire Department stations
e.	Last Sunday in September	Police and Peace Officers' National Memorial Day	City Hall, Airdrie Fire Department stations, Municipal Police Building
f.	September 30	National Day of Truth and Reconciliation	City Hall
g.	November 11	Remembrance Day	City-wide
h.	December 6	National Day of Remembrance and Action on Violence Against Women	City Hall