

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Community Services	Policy No:	CMS.FAC-24.1000
Policy Title:	Flags & Commemorative Lighting	Issue Date:	01-23-2024

1. **PURPOSE**

- 1.1.1. The purpose of this Council policy is to ensure all flags are displayed at Town of Slave Lake sites are displayed in a respectful, consistent, and appropriate manner.
- 1.1.2. This policy will also ensure that the coloured lighting at the Renee Hall Plaza is used in a respectful, consistent, and appropriate manner.
- 1.1.3. This Policy will also allow external organizations to hang banners on the Main Street of the Town of Slave Lake in a respectful, consistent, and appropriate manner.

2. **POLICY STATEMENT**

- 2.1.1. All flags are important symbols of honour and pride and must be treated in a respectful and consistent manner. The Town of Slave Lake follows practices which are consistent with accepted guidelines and standards and align with Canadian Heritage and Alberta Protocol.
- 2.1.2. The Town of Slave Lake has also installed L.E.D. lighting at Renee Hall Plaza, which by changing colour, can be used to commemorate a person, an organization, or an event. These lights are a beautifying element to our downtown, a symbol of pride for residents, part of our community story, and can also be used to commemorate an individual, an organization or an event.
- 2.1.3. Banners are messages to represent charitable or non-profit organizations and must be treated in a respectful manner.

3. DEFINITIONS

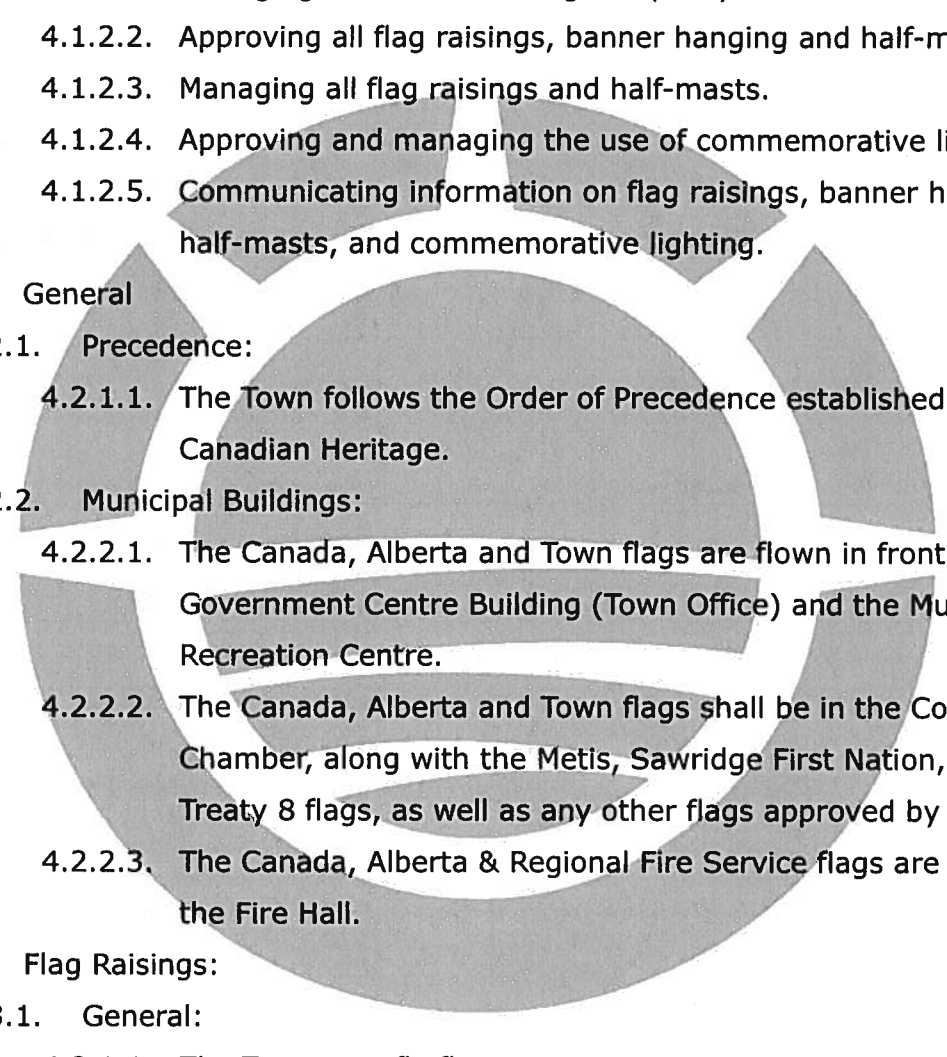
3.1. In this Council Policy:

- 3.1.1. "Town Sites" means facilities, properties, buildings and parks managed or owned by the Town of Slave Lake (The Town).
- 3.1.2. "CAO" means the Chief Administrative Officer for the Town of Slave Lake.
- 3.1.3. "Commemorative Lighting" means a colour of lighting displayed to honour a person, an organization, or an event. This also includes events that bring awareness to social issues.
- 3.1.4. "Council" means the Town of Slave Lake Council.
- 3.1.5. "Dignitary" means a person who holds a high rank or office.
- 3.1.6. "Flag" means a piece of cloth (usually rectangular) of distinctive colour, design, emblem, or symbol to represent nations, provinces, states or municipalities.
- 3.1.7. "Banners" is also used to describe a banner: which looks like a flag, bearing a symbol, logo, slogan or other message to represent charitable or non-profit organizations but does not have flag status.
- 3.1.8. "Half-mast" means the position of a flag, approximately halfway up the mast or pole. Flying flags at half-mast is a symbol of respect or mourning.
- 3.1.9. "Hanging" means the position on the flag displayed on Main Street light poles.
- 3.1.10. "Order of Precedence" means the positioning of flags in priority of importance, order, or rank.
- 3.1.11. "Standard" means the flag used by the Royal Family or his Majesty's Representatives (vice regal persons).

4. GUIDELINES

4.1. Procedure and Responsibility

- 4.1.1. Town Council is responsible for:
 - 4.1.1.1. Approving this policy

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- 4.1.1.2. Approving applications for flag raising, banner hanging and commemorative lighting.
 - 4.1.2. The Chief Administrative Officer (CAO), or designates, is responsible for:
 - 4.1.2.1. Managing and administering this policy.
 - 4.1.2.2. Approving all flag raisings, banner hanging and half-masts.
 - 4.1.2.3. Managing all flag raisings and half-masts.
 - 4.1.2.4. Approving and managing the use of commemorative lighting.
 - 4.1.2.5. Communicating information on flag raisings, banner hangings, half-masts, and commemorative lighting.
 - 4.2. General
 - 4.2.1. Precedence:
 - 4.2.1.1. The Town follows the Order of Precedence established by Canadian Heritage.
 - 4.2.2. Municipal Buildings:
 - 4.2.2.1. The Canada, Alberta and Town flags are flown in front of the Government Centre Building (Town Office) and the Multi-Recreation Centre.
 - 4.2.2.2. The Canada, Alberta and Town flags shall be in the Council Chamber, along with the Metis, Sawridge First Nation, and Treaty 8 flags, as well as any other flags approved by Council.
 - 4.2.2.3. The Canada, Alberta & Regional Fire Service flags are flown at the Fire Hall.
 - 4.3. Flag Raisings:
 - 4.3.1. General:
 - 4.3.1.1. The Town may fly flags on its premises on a temporary basis to mark special and ceremonial occasions.
 - 4.3.1.2. All flag raisings in this section take place on a flagpole displaying the Town flag. In an act of honour and respect, the Town will lower its flag, and raise the flag representing the

special and ceremonial occasion.

4.3.1.3. Flag raising requests based on the following criteria:

- 4.3.1.3.1. The Town will not fly flags of nations with whom Canada does not have diplomatic relations as recognized by the federal government.
- 4.3.1.3.2. The Town may not normally fly flags which may be considered controversial or divisive.
- 4.3.1.3.3. The Town will not fly a flag of an organization whose undertakings or philosophy espouse violence, hatred or racism or are contrary to Town bylaws or policies.
- 4.3.1.3.4. The Town will not fly flags of a commercial, religious or partisan nature.
- 4.3.1.3.5. Flags must be in excellent condition.
- 4.3.1.3.6. Flags may be flown for up to seven (7) days, from sunrise of the first day to sunset of the final day.
- 4.3.1.3.7. The Town reserves the right to cancel a flag raising in the case of unforeseen circumstances.

4.3.2. Flags of Organizations:

- 4.3.2.1. The Town may fly the flag of a charitable or non-profit organization, to celebrate a special occasion or achievement in Slave Lake.
- 4.3.2.2. It is the responsibility of the requesting organization to apply for a flag to be flown, as well as supply the flag to represent the organization or event.
- 4.3.2.3. Applications shall be submitted 3 weeks prior to the requested date.

4.3.2.4. All applications will be presented to Council for consideration.

4.3.2.5. If a flag raising is requested as part of a larger ceremony, applicants must make appropriate arrangements with Administration for that ceremony.

4.4. Half-Masts:

4.4.1. General:

4.4.1.1. Flying a flag at half-mast is recognition of a significant death, and a symbolic expression of collective mourning.

4.4.1.2. As the Government Centre Building contains offices for the Government of Alberta, the Town will follow all half-mast notices for flags that are issued to all government facilities.

4.4.1.3. From time to time, the Government of Alberta will issue half-mast notices that pertain only to specific buildings (for example the Legislature). In these instances, the Town will not half-mast.

4.4.1.4. A half-mast takes precedence over all flag raisings.

4.4.1.5. On occasions requiring flags to be flown at half-mast, all flags in a group, or those displayed together shall be flown at half-mast.

4.4.2. Annual Occasions:

4.4.2.1. To commemorate the following occasions, flags will be flown at half-mast, from sunrise to sunset on the following days:

Date:	Occasion
April 28	Day of Mourning for Persons Killed or Injured in the Workplace (also known as National Day of Mourning)
Second Sunday in September	Firefighters' National Memorial Day
Last Sunday in September	Police and Peace Officers National Memorial Day
September 30	National Day for Truth and Reconciliation
November 11	Remembrance Day

4.4.3. Dignitaries:

4.4.3.1. Flags will be flown at half-mast from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:

- 4.4.3.1.1. The Sovereign,
- 4.4.3.1.2. Member of the immediate Royal Family,
- 4.4.3.1.3. Current or former Governor General of Canada,
- 4.4.3.1.4. Current or former Prime Minister of Canada,
- 4.4.3.1.5. Current or former Lieutenant Governor of Alberta,
- 4.4.3.1.6. Current or former Premier of Alberta, or
- 4.4.3.1.7. Current Mayor and Councillors.

4.4.3.2. Flags will be flown at half-mast on the day of the funeral or the memorial service for the following individuals:

- 4.4.3.2.1. Current Federal Cabinet Minister from Alberta,
- 4.4.3.2.2. Current Provincial (Alberta) Cabinet Minister,
- 4.4.3.2.3. Current Member of Parliament or Member of the Legislative Assembly who represents Slave Lake,
- 4.4.3.2.4. Current Treaty 8 Chief, or
- 4.4.3.2.5. Former Mayors and Councillors.

4.4.3.3. In the event of the death of any other dignitary, or prominent local person, Council may also direct Administration to lower flags to half-mast.

4.4.3.4. Town Employees:

- 4.4.3.4.1. Flags will be flown at half-mast from the time of notification of death until sunset the day of the funeral or the memorial service for current Town employees.

4.4.3.5. Protective Services Members:

4.4.3.5.1. Flags will be flown at half-mast on the day of the funeral for a Canadian Armed Forces member, a member of the Royal Canadian Mounted Police, or a member of any other Protective Services agency, killed in active service who was born in Alberta, or whose current Canadian posting is in Alberta.

4.4.3.6. Solemn Occasions:

4.4.3.6.1. Solemn occasions may arise not covered within this Council policy. In those cases, the CAO or Council may direct Administration to lower flags to half-mast, consistent with guidelines established by Canadian Heritage.

4.5. Care and Disposal of Flags

4.5.1. When a flag becomes worn, noticeably faded, or unfit for service, it must be disposed of in a respectful manner, consistent with guidelines issued by Canadian Heritage.

4.6. Commemorative Lighting

4.6.1. The LED light poles at Renee Hall Plaza can be programmed to emit various colours. During normal operations, the light colour will be varied and may reflect seasonal celebrations.

4.6.2. To commemorate the following occasions, the lights will reflect the following colours:

Date:	Occasion	Colour
Last Wednesday of February	End Bullying Pink Shirt Day	Pink
April 07	Green Shirt Day for Organ Donor Awareness & Registration	Green
May 05	National Day of Awareness of Missing and Murdered Indigenous Women and Girls	Red
July 01	Canada Day	Red & White
September 30	National Day for Truth and Reconciliation	Orange
November 11	Remembrance Day	Red & White
November (Days of event)	Light-up Slave Lake Event	Red & Green

4.6.3. The Town may recognize other occasions.

4.6.4. Community applications may be made to the Town to commemorate additional occasions. Applications must be from not-for profit or community organizations:

4.6.4.1. Shall be submitted 3 weeks prior to the requested dates.

4.6.4.2. Applications are processed in order in which they are received, on a case-by-case basis.

4.6.4.3. Applications will not supersede the events noted in 4.06.2.

4.6.4.4. Applications will support an event of national or international significance, a local festival of event that positively promotes local community spirit, or a local, national or international awareness issue that builds community (such as End Bullying Pink Shirt Day).

4.6.4.5. All applications will be presented to Council for consideration.

4.6.4.6. The length of the commemoration will be at the discretion of the Town and shall not exceed 30 days, or until the next commemoration.

4.6.4.7. The Town reserves the right to deny requests that do not merit public support, are mainly personal, private, political or commercial in nature.

4.7. Banner Hanging:

4.7.1. General: The Town may allow external organizations to hang banners in the Town of Slave Lake to mark special and ceremonial occasions.

4.7.1.1. All banners in this section take place on Main Street light posts.

4.7.1.2. Banner hanging requests will be handled by a formal application referenced in Appendix I.

4.7.1.3. Hanging banners will not exceed a maximum length of 5ft by a width of 2ft.

4.7.1.4. All approved banner hangings will be at the responsibility the applicant.

4.7.1.4.1. Applications shall be submitted 3 weeks prior to the requested date.

4.7.1.5. Responsibilities include:

4.7.1.5.1. Installation, equipment, and tools, incurred costs, reliability, and cost recovery, if damages occur to Town property.

4.7.1.6. Length of commemoration will be at the discretion of the Town and shall not exceed 30 days, or until the next commemoration.

4.8. Communications:

4.8.1. The Town will issue public communications for all flag raising, half-masting, banner hanging, and commemorative lighting to help notify the community of the reason of the occasion and to bring about public awareness.

5. CONTRAVENTIONS OF THE POLICY

5.1.1. Contraventions of the Policy may lead to administrative action.

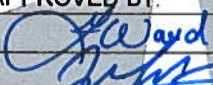
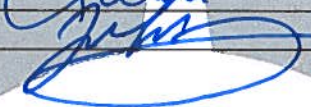
6. REVIEW OF THE POLICY

6.1.1. This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our community.

7. RELATED POLICIES

7.1.1. None

8. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		01/23/2024
Chief Administrative Officer		2024/02/05

