

**Purpose:**

- 1 To establish the Protocols for flying flags at City facilities and properties, and for the appropriate use of the Lighting Downtown LED systems.
- 2 To ensure half-masting notices and Lighting Downtown application requests are managed appropriately.
- 3 To further enhance the image of The City.

**General Policy Statement(s):**

- 4 The City recognizes that flags and colours illuminated through the Lighting Downtown Program are important symbols of pride for the community. It is a strong visual statement that demonstrates ownership and belonging in line with Council's Civic Pride & Ownership Policy and The City's RISE Principles.
- 5 Legal & Legislative Services will administer the half-masting of flags and the Lighting Downtown Program.

**Flags at City Facilities**

- 6 The manner in which flags are to be flown and displayed is not governed by any legislation but an established practice set by the Government of Canada through Canadian Heritage. Flags will be raised, lowered, flown, maintained, and disposed of by The City in accordance with Canadian Heritage's Rules for Flying the National Flag of Canada.
- 7 Flags flown on City grounds are to be treated with respect and dignity and as such proper etiquette is required to ensure that the presentation and cultural significance of the flags are honoured.
  - (I) All flags flown together at City facilities are to be flown at the same height (e.g., all flags at City Hall are flown at half-mast).
- 8 The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by the community and must be implemented only in circumstances that have exceptional importance to the city.
  - (I) The City will lower flags to half-mast on all City properties and facilities:
    - (a) from the time of notification of death until the sunset the day of the funeral or memorial service for:
      - (i) the reigning Monarch;
      - (ii) a member of the immediate Royal Family;
      - (iii) a current or former Governor General of Canada;
      - (iv) a current or former Prime Minister of Canada;
      - (v) a current or former Lieutenant Governor of Alberta;

- (vi) a current or former Premier of Alberta;
  - (vii) a current Mayor or Councillor of The City of Red Deer; or
  - (viii) any person or persons as indicated by the City Manager as a symbolic gesture of collective community mourning.
- (b) to commemorate a solemn occasion as identified by:
- (i) the Federal Government as indicated by Canadian Heritage;
  - (ii) the Provincial Government as indicated by Alberta Protocol Office;
  - (iii) a resolution made by Council; or
  - (iv) the City Manager's Office.
- (c) From sunrise to sunset on the following dates:
- (i) April 9, Vimy Ridge Day;
  - (ii) April 28, Day of Mourning for Persons Killed or Injured in the Workplace;
  - (iii) June 23, National Day of Remembrance for Victims of Terrorism;
  - (iv) Second Sunday in September, Firefighters' National Memorial Day;
  - (v) Last Sunday in September, Police and Peace Officers' National Memorial Day;
  - (vi) September 30, National Day for Truth and Reconciliation;
  - (vii) November 11, Remembrance Day; and
  - (viii) December 6, National Day of Remembrance and Action on Violence Against Women.

### **Lighting Downtown Program**

- 9 The purpose of the Lighting Downtown Program is to recognize important events and occasions that celebrate and build community spirit.
- 10 The Lighting Downtown Program applies to the lighting systems installed in:
- (1) City Hall Park; and
  - (2) the two central alleys located Downtown (Alley 49.5 and Alley 50.5, parallel to Ross Street).
- 11 Criteria for Approving Applications
- (1) Lighting City Hall:
    - (a) The City may approve applications from a charitable/non-profit organization or a City department hosting an event or occasion that celebrates and builds community spirit.
  - (2) Lighting of the two central alleys:
    - (a) The City may approve applications from a charitable/non-profit organization, a local business, or a City department hosting an event or occasion that celebrates and builds community spirit. The event or occasion must not be for-profit.
- 12 Requests are processed in the order that they are received and are considered on a case-by-case basis using the following criteria:
- (1) support of an event with national or international significance (e.g., Canada Day).
  - (2) support of a local festival or an event that positively impacts local community spirit (e.g., Westerner Days).
  - (3) support of a local, national, or international event that builds community spirit (e.g., International Water Day).

- (4) acknowledge and welcome visiting dignitaries (e.g., Members of the Royal Family).
- 13 The requested colour(s) will be displayed for one day from sunset to sunrise. Applicants may choose which area(s) they would like illuminated with their requested colour(s).
- 14 The City may suspend the display of requested colours in the event of an exceptional circumstance or recognition of a significant event. The requested colour display may be rescheduled in consultation between The City and the requesting party.
- 15 The City reserves the right to deny requests. Lighting requests will not be considered that are:
- (1) for a political or religious use;
  - (2) specifically commercial in nature; or
  - (3) related to any person or organization that promotes hatred of any person or class of persons, violence, or otherwise involves illegal activity.

**Definitions:**

- 16 “Protocol” means the system of rules and accepted etiquette used at official ceremonies or occasions.
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**References/Links:**

- 1 PS-A-2.0 Civic Pride & Ownership
- 2 GP-B-2.3 Proclamations & Letters of Support
- 3 EL-B-2.3 Relationships with Other Entities
- 4 7069-CP Lighting Downtown
- 5 Government of Alberta Protocol Office
- 6 Canadian Heritage Rules of Flying the National Flag

**Scope/Application:**

- 1 This Policy applies to employees in departments responsible for overseeing the half-masting of flags, and the review and approval of applications for the use of The City’s LED lighting fixtures.

**Authority/Responsibility to Implement:**

- I The Legal & Legislative Services Manager is responsible for monitoring compliance with this Policy and referring to other levels of governments or agencies to ensure proper Protocols are adhered to.

**Inquiries/Contact Person:**

- I Legal & Legislative Services Manager

**Policy Monitoring and Evaluation:**

- I This Policy will be reviewed every three years and revised as necessary.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: October 1, 2019	“Allan Seabrooke”	City Manager
Revised: July 20, 2020	“Allan Seabrooke”	City Manager
Revised: December 13, 2021	“Tara Lodewyk”	Interim City Manager