



COUNCIL POLICY

Policy Title: City of Calgary Flag Policy (general, dignitaries & flag raisings)
Policy Number: CC036
Report Number: PAC2009-10
Approved by: Council
Effective Date: 2009 March 16
Business Unit: City Clerk's Office

BACKGROUND

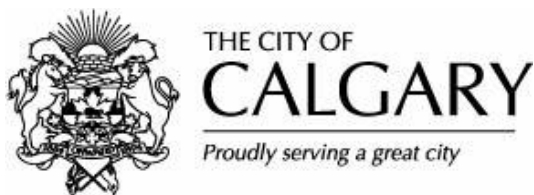
- All flags, including the National Flag of Canada, the Union Jack, the flags of each province and the Calgary flag are symbols of honour and pride for our citizens and should be treated with respect.
- Council approved a flag policy in the early 1990s. Since then the policy has been revised into a working document which has been updated regularly with City Clerk's - Protocol following practices which are consistent with Alberta Protocol and Canadian Heritage.
- The City of Calgary has a separate [Half-Mast Flag Policy](#).

PURPOSE

- The purpose of the policy is to ensure that all flags at the Municipal Complex and other City of Calgary properties and buildings are flown and displayed in a consistent and appropriate manner.

POLICY

- The jurisdiction of flags at The City of Calgary falls under the directive of the Mayor's Office acting through the City Manager's Office and City Clerk's - Protocol.
- City Clerk's - Protocol administers the flag policy. Concerns or appeals regarding flag decisions are to be directed to the City Clerk's Office.
- City Clerk's - Protocol processes the requests for flag ceremonies at City Hall and will coordinate flag related ceremonies and events where appropriate.
- Corporate Properties & Buildings (CPB) manages the maintenance and replacement of permanent flags as well as daily placement and flying of all flags in use at the Municipal Complex.
- The City will only fly flags of nations recognized by the Federal department of Foreign Affairs and International Trade Canada.
- Flags of nations or organizations which may be considered controversial, contentious or divisive within the community shall not be flown at City Hall (Alberta Protocol is consulted in these instances).
- City Clerk's consults with the Government of Alberta Protocol Office in situations requiring advice regarding flags and protocol.



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PROCEDURE

SECTION A. General information on Flag order, display & precedence

DISPLAYING the FLAGS

- All flags are to be flown on separate poles.
- All flags are to be flown at the same height.
- All flags flown in a group are to be the same size (typical size at The City is 3' x 6' for indoor or 4' x 8' for outdoor).

FLAG ORDER of PRECEDENCE (General Information)

- The Governor General's Flag (Standard) takes precedence over all flags in Canada, except The Queen's Personal Canadian Flag and the flag of the Lieutenant Governor when the Lieutenant Governor is performing his/her duties as The Queen's representative in the province.
- The Lieutenant Governor's Flag (Standard) takes precedence over all flags except The Queen's Personal Canadian Flag.
- The National Flag takes precedence over all other flags. When flown with other provincial, territorial and municipal flags, the National Flag occupies the position of honour (refer to the federal guidelines to define the position of honour in different circumstances).
- When provincial and territorial flags are flown with the National Flag, the order is determined by the date of entry into Confederation of the provinces and the creation of the territories.
- The provincial and territorial flags shall be displayed from left to right: Canada, Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Saskatchewan, Alberta, Newfoundland, Northwest Territories, Yukon Territory, and Nunavut.
- When flown or displayed in Canada, the Union Jack serves two purposes. First, it is the national flag of the United Kingdom, and second, it is flown as a symbol of membership in the Commonwealth and allegiance to the Crown as approved by Parliament on December 18, 1964.
- When representing Canada's membership in the Commonwealth or allegiance to the Crown, the Union Jack takes precedence after a provincial / territorial flag.
- The Calgary Flag takes precedence over all community and / or ethnic flags.

FLAGS FLOWN PERMANENTLY OUTSIDE the MUNICIPAL COMPLEX

City Hall

- There are four (4) flag poles in front of City Hall. The City of Calgary will display the following flags on a daily basis:

Canada Flag: northwest pole in front of City Hall



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Alberta Flag: southwest pole in front of City Hall
Union Jack: northeast pole in front of City Hall.
Calgary Flag: southeast pole in front of City Hall

- When there are requests for flags of other organizations, countries or community banners to be flown, the Union Jack is removed and remaining flags are repositioned per City Clerk's - Protocol (see Section B. "Visiting Dignitaries, Flag Raisings at City Hall").

Municipal Building

- Provincial and Territorial Flags of Canada are located on the east side of the Municipal Building Plaza in order of date of Confederation.

Raising and Lowering flags outside the Municipal Complex

1. All flags at City Hall and the Municipal Building will be raised at sunrise and removed from the poles at sunset.
2. The National Flag is to be raised first and lowered last unless the number of flags permits their being raised and lowered simultaneously.
3. Flags may be lowered to half-mast from the time of notification of death until sunset the day of the funeral or only from sunrise to sunset on the day designated as the day of the funeral or memorial service. This will depend on the circumstance.

FLAGS FLOWN PERMANENTLY OUTSIDE AT CITY PROPERTIES AND BUILDINGS

- Many City properties and buildings have flags flying outdoors either at buildings or parks.
- Any City properties or buildings planning to add flags for outside premises shall consult with City Clerk's - Protocol.

FLAGS DISPLAYED in the COUNCIL CHAMBER

1. Three flags are displayed on the north end of Council Chamber, underneath the portrait of The Queen (from left to right): Alberta, Canada and the Calgary Flag.
2. On the south end of Council Chamber, there are eight military-related flags arranged in order of military precedence (from left to right):
 - Lord Strathcona's Horse (Royal Canadians)



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- Princess Patricia's Canadian Light Infantry
- 1 Service Battalion
- 14 Service Battalion
- Royal Canadian Air Force
- Army / Navy / Air Force Veterans' Association
- Royal Canadian Legion
- War Amputees Association of Canada
- Calgary Police Service
- Calgary Fire Department
- Calgary EMS

These flags mark the service of Calgary-based sailors, soldiers and airmen in the Navy, Army, and Air Force between 1885 and 1953. Calgary Police, Fire and EMS are also represented.

OLYMPIC FLAGS DISPLAYED on the 10th FLOOR of the MUNICIPAL BUILDING

In 1986, a set of Olympic flags was hung on the 10th floor of the Municipal Building to promote Calgary as the Host City for the 1988 Olympic Winter Games. These flags represent those countries that participated in the 1988 Olympic Winter Games.

SISTER CITY FLAGS

- The City of Calgary does not fly the flags of its sister cities on a permanent basis.
- A public display to acknowledge and identify the sister cities is located in the Municipal Complex.
- Based on the recommendation of International Relations (Mayor's Office), City Clerk's will arrange to fly a sister city flag on the occasion of an official delegation visiting Calgary or other significant event.
- Sister city flags must be the same size as The City of Calgary flag and not be adorned with fringe.

RESPONSIBILITIES

City Clerk's - Protocol

- Protocol is responsible for administering this policy.
- Protocol will act as a resource to all City Business Units on the subject of flag etiquette.
- Protocol will contact the Mayor's Office in situations where further discussion or decisions must be made regarding displaying or raising flags.



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- Protocol is responsible for notifying the appropriate areas in The City regarding flying or displaying flags.

Corporate Properties & Buildings (CPB)

- CPB is responsible for the maintenance, security and raising or lowering of flags at the Municipal Complex.

SECTION B. Visiting Dignitaries, Raising Flags at City Hall

VISITING DIGNITARIES

As a gesture of respect and friendship, The City of Calgary will fly the flag on the occasion of a visiting dignitary for the following occasions:

- Royal Standard for the Governor General of Canada or Her Majesty The Queen will be flown in front of City Hall during any official visit to The City of Calgary.
- The flag of another country may be raised in front of City Hall when an appropriate authority (e.g. Head of State) from the country is present.
- City Clerk's - Protocol will coordinate the flag raising for special circumstances.

FLAG RAISINGS or CEREMONIES for NATIONAL FLAGS and BANNERS of ORGANIZATIONS

- Flags shall be flown for one day from sunrise to sunset.
- Flags must be in excellent condition (no holes or torn), fringe not permitted.
- It is the responsibility of the ethnic, cultural or community organization to request a flag be flown at City Hall, or to have a flag raising ceremony and provide the flag.

Flags of Nations

- In recognition of ethnic diversity in Calgary, The City will fly flags of a nation on its national day with which Canada has diplomatic relations.
- The City reserves the right to decide whether or not to fly the flag of a recognised nation when there is political unrest or conflict in that country. In these instances, The City will consult with Government of Alberta Protocol and the Department of Foreign Affairs, and will base its decision on their recommendations.
- These flags will be flown from the appropriate pole in front of City Hall.

Banners of Organizations

- The City will fly the flags/banners of community groups, charitable or non-profit organizations.



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- The City will not fly the flag or banner of an organization or group whose undertakings or philosophy are contrary to The City of Calgary policies or by-laws; espouse racism, violence or hatred.

PROCEDURES (Flag Raisings or Ceremonies)

Ethnic and/or community groups or organizations must request in writing to City Clerk's Office for authorisation to fly a flag in front of City Hall, specifying the date and time they are requesting:

The City of Calgary, City Clerk's Office (#8007)
P.O. Box 2100, Stn. M
Calgary, Alberta T2P 2M5

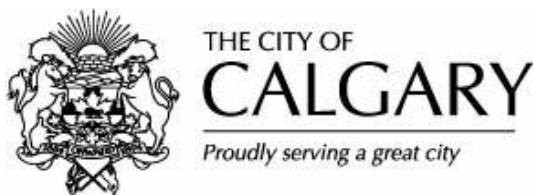
Email: ccecep@calgary.ca
Phone: 403-268-5861
Fax: 403-268-2362

- If the request meets the guidelines of The City of Calgary Flag Policy and is approved, City Clerk's shall notify the Mayor's Office and shall proceed with implementation of the flag raising.
- The requesting group will be contacted by City Clerk's to confirm timelines for flag delivery and pick up, ceremony location, time, date and other support required.
- City Clerk's will determine the appropriate flag pole to be used and support required.
- City Clerk's will confirm whether the flag will be flown from sunrise to sunset or if in the case of a ceremony, the time of the ceremony & flag raising.
- City Clerk's will notify CPB of the booking and support required.
- If a flag needs to be prepared for flying on a City Hall pole, it must be provided to the Building Operations Control Centre (BOCC) for preparation and received at least forty-eight (48) hours in advance.

RESPONSIBILITIES (Flag Raisings or Ceremonies)

City Clerk's - Protocol

- Protocol is responsible for notifying the appropriate areas in The City regarding flying or displaying flags.
- Protocol will act as a resource to the Mayor's Office for the 'nation flags' as the resource to organizations who request community banners be flown.
- Protocol will contact the Mayor's Office in situations where further discussion or decisions must be made regarding the displaying or raising of flags.



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Corporate Properties & Buildings (CPB)

- CPB will ensure that the appropriate flag is flying at the approved time and location.
- CPB will ensure flags are returned to City Clerk's after the appropriate period.

DEFINITIONS

City Hall

- 700 Macleod Trail SE (south east corner of 7 Ave and Macleod Trail)
- Sandstone building completed in 1911
- Often referred to as Historic City Hall or Old City Hall

Municipal Complex

- Three buildings make up the Municipal Complex -- City Hall, Municipal Building and Administration Building

Municipal Building

- 800 Macleod Trail SE
- 12 storey, blue glass building completed in 1985
- The Municipal Plaza is on the west side of the building

Flag

- An emblem or symbol – for this policy we are referring to flags of nations, provinces, states or municipalities
- Flags are consist of a rectangular piece of cloth of distinctive colour and design

Banner

- A rectangular piece of cloth bearing a symbol, logo, slogan or other message and does not have flag status
- Examples would be centennial banners, City Department Banners, banners for organizations or companies

Additional Information

The City of Calgary [Half-Mast Policy](#)

[Department of Canadian Heritage's guidelines for flag etiquette](#)

AMENDMENTS

None. New policy