



Policy Number:	CO-009
Effective On:	July 28, 2025
Approval History:	September 12, 2022
Review Frequency:	Every (4) years
Division Responsible:	City Council
Cross-Reference:	

## 1. Policy Statement

The City of Wetaskiwin recognizes the symbolic importance of flags in honouring communities, nations, and individuals. Flags can demonstrate unity, respect, and collective grief, particularly through the act of lowering flags to half-mast.

While City Council reserves the right to determine which flags are flown on City property, it will strive to accommodate requests from community groups to display flags on designated flagpoles, based on clear criteria.

Unless otherwise stated, this policy aligns with flag etiquette and protocol as outlined by:

- Canadian Heritage (National Flag of Canada Etiquette)
- Government of Alberta (Flag Etiquette Guidelines)

The RCMP headquarters flagpole(s) are exempt from this policy, as the RCMP is a federal commission governed by the Royal Canadian Mounted Police Act.

## 2. Definitions

**Banner** – A rectangular cloth bearing a symbol, logo, slogan, or promotional message without official flag status.

**Canadian Heritage** – The federal department responsible for national cultural and civic matters, including flag protocol.

**Chief Administrative Officer (CAO)** – The individual appointed under the Municipal Government Act to administer municipal operations.

**City** – The municipal corporation of the City of Wetaskiwin.

**Council** – The elected municipal Council of the City of Wetaskiwin.

**Flag** – A rectangular cloth representing nations, provinces, or municipalities, excluding banners.

**Half-Mast** – The position of a flag halfway down a flagpole, symbolizing mourning, respect, or distress.

**Municipal Facilities** – Any building, structure, or land area owned or managed by the City, including parks, recreation centers, arenas, and fire halls.

**Municipal Flagpole** – A City-owned flagpole used for flying the flags of Canada, Alberta, or Wetaskiwin.

**Political organization** – means an organization that may be a political party campaigning for an elected position, or any other organization with political motivations.

### 3. Responsibilities

- 3.1 CAO - Responsible for implementing this policy and ensuring compliance.
- 3.2 Mayor (or Deputy Mayor) – May direct the CAO to lower flags to half-mast in special or unforeseen circumstances not specified herein.
- 3.3 Council – May authorize the flying of a flag in support of a cause.

### 4. Standards

#### 4.1 General Flag Protocols

- 4.1.1 When one flag is flown, it shall be the National Flag of Canada.
- 4.1.2 When two flags are flown, they shall be the National Flag of Canada and the Provincial Flag of Alberta.
- 4.1.3 When three flags are flown, they shall be the National Flag of Canada, Provincial Flag of Alberta, and City of Wetaskiwin Municipal Flag.
- 4.1.4 When four flags are flown, they shall be the National Flag of Canada, Provincial Flag of Alberta, City of Wetaskiwin Municipal Flag, and the Treaty six (6) Flag.
- 4.1.5 Canadian Heritage protocols supersede this policy if there is a conflict (e.g., precedence of the Sovereign's flag).
- 4.1.6 Only one flag per flagpole is allowed.

- 4.1.7 All flags flown as a group shall be at the same height and of matching dimensions.
- 4.1.8 Flags may remain raised day and night; lowering at night is not required.
- 4.1.9 When a flag is to be lowered:
  - a. The flag shall not touch the ground.
  - b. The flag shall be folded in accordance with the standard prescribed by Canadian Heritage.
- 4.1.10 When a flag becomes tattered and faded and is no longer suitable for use, it shall be destroyed in a dignified way. Tattered means the flag has developed a hole and/or the edges are frayed and ripped.

## **4.2 Half-Masting Observances**

- 4.2.1 Flags at City of Wetaskiwin facilities shall be flown at half-mast from the time of notification of death until the morning of the first working day following the funeral or memorial service:
  - a. The death of the Sovereign or a member of the immediate Royal Family.
  - b. The death of a current or former Governor General of Canada or Lieutenant Governor of Alberta.
  - c. The death of a current or former Prime Minister of Canada or Premier of Alberta.
  - d. The death of a former Canadian Member of Parliament or Member of the Legislative Assembly of Alberta who, at one time, represented the City of Wetaskiwin.
  - e. The death of a current Canadian Member of Parliament or Member of the Legislative Assembly of Alberta.
  - f. The death, while on duty in the Province of Alberta, of any Firefighter, Peace Officer or RCMP member.
  - g. The death of City employee, former Mayor/Councillor.
  - h. The deaths of Wetaskiwin residents in the Canadian Forces.
  - i. If the Government of Canada or the Government of Alberta directs flags be lowered to half-mast at Federal or Provincial facilities, the CAO is authorized to direct flags be lowered to half-mast at Municipal facilities.

4.2.2 Flags at City of Wetaskiwin facilities will be flown at half-mast from the end of the last working day prior to the morning of the first working day following:

- a. April 28 – National Day of Mourning.
- b. June 23 – National Day of Remembrance for Victims of Terrorism.
- c. September 11 – National Day of Service.
- d. Second Sunday in September – Canadian Fallen Firefighters Memorial.
- e. Last Sunday in September – Police & Peace Officers Memorial.
- f. September 30 – National Day for Truth and Reconciliation.
- g. November 11 – Remembrance Day.
- h. Other significant events – At Mayor’s discretion.

### 4.3 Other

4.3.1 Permitting a specific Flag does not constitute an endorsement by the Municipality or its employees.

4.3.2 The Mayor or Council may authorize the temporary placement of a flag at a designated location, where it may be appropriately associated with a visiting dignitary.

4.3.3 The City reserves the right to cancel or suspend any approval under exceptional or unforeseen circumstances.

### 4.4 References

4.4.1 <https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette.html>

4.4.2 <https://www.alberta.ca/protocol-flag-etiquette.aspx>

*Original has been signed & filed with  
Records Management*

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Tyler Gandam, Mayor

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Sue Howard, City Manager