

# Flags and Flag Use: Half-Masting Guidelines

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*Alberta* ■



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# Executive Summary

The Alberta Protocol Office issues flag advisories to the Government of Alberta according to the guidelines within the Alberta Flag Policy, as detailed in the following pages.

The Alberta Protocol Office is responsible for:

- issuing notifications to Government of Alberta ministries and other stakeholders (e.g., municipalities) in Alberta on half-masting and other displays of flags and banners (both mandatory and discretionary);
- advising premier on discretionary half-mastings or other displays of flags and banners; and
- answering enquiries from the public and institutional entities on flag protocols.

The half-masting of flags is a significant honour accorded to an individual upon their death, or to commemorate an event or anniversary of an event.

This document details traditional Canadian practices observed by the Government of Alberta to recognize Albertans of distinction or Alberta events, including the locations of half-mastings and their duration.

The document also:

- notes recent developments in flag practise,
- notes premier's discretion in certain circumstances,
- provides for the review of flag practices at determined intervals, and
- provides for a procedure to honour individuals and events that are separate from those honoured with half-mastings.

In order to ensure public confidence in the essential non-partisan nature of the official display of flags by the Government of Alberta, the flag guidelines and the issuance of flag advisories rests with the Alberta Protocol Office and the Chief of Protocol. This aligns with common practise in all other jurisdictions in Canada, where relevant protocol offices or offices of Speakers are custodians of flag policy.

## Introduction

Flags are a common feature of government and official locations throughout the world. Increasingly, flags are also on display at commercial establishments, events, and private residences. While of ancient origin, the widespread use of flags is of relatively recent origin. In Canada, the use of flags has increased substantially since the 1960s, coinciding with the adoption of the National Flag of Canada in 1965 and the adoption of flags by many of the provincial and territorial governments.

Public awareness of flags has also increased substantially, accelerating in recent years with widespread electronic communications and the proliferation of social media.

## Background

The study of flags, their history, and their use is a branch of study referred to as *vexillology*. Throughout history, flags have been used as a means of identification, ranging from the extremely local to supranational, and as a means of transmitting messages.

## Purpose of this Document

The use of flags in Canada is not regulated by any legislation, but by established practice and custom. While there is no requirement for individual citizens or organizations to follow any particular practice, it is desirable for federal and provincial governments to follow like procedures. This helps ensure Canadians' confidence in the messages they perceive when observing flags flown at government locations, and it demonstrates standardized practices for citizens and organizations to follow in displaying their own flags.

This clarity is particularly important when the national and Alberta provincial flags are flown at half-mast at Government of Alberta locations. It is highly desirable that the message conveyed by flags in these instances is unambiguous. This document provides guidelines, including those around half-masting, that follow general flag etiquette in Canada.

The Alberta Protocol Office works with the various departments of the federal government charged with the display of the National Flag of Canada, and its members consult with those in other provincial and territorial protocol offices on flag matters. Similarly, the Alberta Protocol Office works with Government of Alberta ministries in advising on the display of flags in Alberta-specific flag situations.

On occasion, in circumstances where a particular event or unprecedented occurrence requires the exercise of Premier's discretion on the display of flags, the Alberta Protocol Office provides timely and pertinent advice.

# Types of Flags Flown at Government of Alberta Locations

## Personal Flags and Standards

In Canada, His Majesty the King, certain other members of the Royal Family, the Governor General, the Lieutenant Governors of the provinces, and the Territorial Commissioners have personal flags. These flags are flown or displayed only in the presence of the person whose flag it is.

The Lieutenant Governor of Alberta's flag is flown at the residence of Her/His Honour, at the Alberta Legislature Building where the Lieutenant Governor's Office is maintained, and at any place in Alberta where Her/His Honour is actually present as His Majesty's representative. Generally, the Lieutenant Governor's Flag is not displayed indoors except in Her/His Honour's study.

As a personal flag, it can only be used by the incumbent, and the intention of such a flag is to convey a message about the person occupying the office. Therefore, it is never half-masted, even when all other flags are displayed in that way.

The Lieutenant Governor's flag takes precedence over all other flags in the province, except on those occasions when His Majesty or the Governor General is present. Within the province of Alberta, the Lieutenant Governor's flag may take precedence over the Governor General's in certain circumstances.

## The National Flag of Canada

The Parliament of Canada adopted the maple leaf flag, officially known as the National Flag of Canada, in 1964. The act recognizing the flag was proclaimed and the flag flown officially for the first time on February 15, 1965.

A further act of the Parliament of Canada, Bill C-288, proclaimed June 28, 2012, encouraged all Canadians to "display the National Flag of Canada in accordance with flag protocol."

The National Flag of Canada is flown at the Alberta Legislature Building and grounds, at McDougall Centre, and at Government of Alberta locations.

From time to time, the Alberta Protocol Office issues advisories on the display of the National Flag of Canada according to flag protocol, and on other occasions of a singular nature.

## The Flag of Alberta

The Flag of Alberta was officially adopted on June 1, 1968; it had been used throughout 1967 for the celebrations off the 100<sup>th</sup> anniversary of Confederation and had gained very wide public acceptance.

The *Emblems of Alberta Act* (RSA 2000 Chapter E-6) describes the official colours and proportions of the flag. The Flag of Alberta is flown at the Alberta Legislature Building and grounds, at McDougall Centre, and at Government of Alberta locations.

From time to time, the Alberta Protocol Office issues advisories on the display of the Flag of Alberta according to flag protocol, and on other occasions of a singular nature (see [Appendix 2](#) for the comprehensive list detailing these occasions).

## Other Flags

On occasion, other flags, including national or sub-national flags of other nations, supranational organizations (e.g., the European Union), or the banners of organizations or commemorating events may be displayed, most usually at the Alberta Legislature Building and grounds and/or McDougall Centre on the designated courtesy pole provided, as a courtesy to a foreign guest or for other reasons. These courtesy displays are co-ordinated by the Alberta Protocol Office and are subject to the generally accepted rules of flag protocol (see [Appendix 3](#) for details).

# Current Usage Policy

## Recent History in Alberta

In recent years, flags have also become a means of identity, in the sense of, for example, “...the national flag of Canada belongs to all Canadians...,” and the messages conveyed have become more diverse, and are often expected to signal a collective message of celebration or sorrow.

In the case of half-masting flags, public expectations are evolving and embracing a wider range of occasions than has previously been the case.

## Advisories

From time to time, the Alberta Protocol Office issues flag advisories to select Government of Alberta ministries advising on the display of flags. These advisories most often are for routine or anticipated events (e.g., national days, such as Remembrance Day), or the death of a former Member of the Legislative Assembly of Alberta. An advisory will include the specifics as to which Government of Alberta locations are included and the duration of the action the advisory describes.

Through Government of Alberta ministries, these advisories are disseminated broadly, including municipalities, post-secondary and other educational institutions, and public facilities, which use these advisories to determine their own action.

The public often use the actions of the provincial government as a guideline for their own decisions on their display of flags.

Routine and anticipated occasions are outlined in [Appendices 1](#) and [2](#).

## Other Bodies that Issue Advisories in Alberta

As in Alberta, all provincial and territorial governments issue their own advisories, including local, specific guidance for use within their own boundaries.

The Government of Canada, the Canadian Armed Forces, and the Royal Canadian Mounted Police issue their own advisories regarding buildings or institutions under their jurisdiction within the boundaries of the Province of Alberta. These advisories may or may not be identical to those issued by the Government of Alberta.

The Government of Canada posts their advisories on a public website and issues them via RSS (Really Simple Syndication) feeds to any interested individual. The Government of Alberta posts advisories, including an archive, on the Alberta Protocol public facing website.



## Premier's Discretion

The Prime Minister of Canada and each provincial and territorial Premier has recourse to a discretionary power regarding half-mastings. In recent times, other occasions regarding the courtesy display of other flags or banners to mark community events or occasions have also required the exercise of the discretionary power.

An advisory may need to be prepared due to an unusual, unprecedented or singular event that requires a response not contemplated in the routine guidelines or is not covered in a scheduled "special day."

In these events, the Alberta Protocol Office consults with its federal or provincial colleagues, monitors their responses, and provides Premier's Office with advice as to the appropriate response of the Government of Alberta. The Premier will make the decision, which is communicated by the Alberta Protocol Office through the issuance of an extraordinary half-masting advisory.

It is anticipated that the use of Premier's discretion be infrequent; however, it should be noted that public expectations around official half-mastings are evolving, which may require responses in novel circumstances.

In 2016, the Government of Canada and provincial and territorial protocol offices agreed that the National Flag of Canada might be half-masted at the Peace Tower in Ottawa as an expression of the sorrow and mourning of all Canadians in the event of natural occurrences or terrorism resulting in death. In this instance, half-mastings in the various capital cities of the provinces and territories would not occur.

# Appendices

## Appendix 1: Guidelines for Half-Masting

**Note:** *The Property Management Branch of Alberta Infrastructure currently has 187 locations with flags that would be affected by advisories for half-masting flags.*

### Preamble

The Flag of Canada represents the principles of freedom, democracy, courage, and justice, and it is an emblem embraced by all Canadians. The Flag of Alberta has a unique place as a symbol embraced by all Albertans that represents, for citizens, their highest aspirations.

The half-masting of flags at government and official locations is a highly visible way to commemorate and give public notice of the passing of an individual or individuals. The half-masting may be occasioned by a death long expected or in response to sudden or unusual circumstances.

Official half-masting is a profound demonstration of the province's and the public's regard for an individual, their office, and for commemorating significant events and historic occurrences.

### General

The Alberta Protocol Office issues flag advisories to the Government of Alberta according to the guidelines below. Further, half-mastings are at the directive of the Prime Minister's Office acting through Canadian Heritage and/or the Premier's Office acting through the Alberta Protocol Office.

### Procedures

The Alberta Protocol Office will advise, through an e-mail distribution list, when and for how long flags are to be placed at half-mast.

The following list includes various locations or combinations of locations where flags might be lowered to half-mast. The e-mail sent by the Alberta Protocol Office will specify which location, based on specific guidelines. For example:

- the Legislature Building only;
- the Legislature Building and McDougall Centre;
- all Government of Alberta locations; and/or
- Training Academy and all provincial courthouses and correctional institutions across the province.

When the notice refers to the Legislature Building, this includes the flags on the Legislature Building, the flags positioned on the North Grounds at the Violet King Henry Plaza.

When the notice refers to the flags at McDougall Centre, these include the flags on McDougall Centre as well as on the grounds of McDougall Centre. The Lieutenant Governor's personal standard, normally flown at the Legislature Building and at their residence, is never lowered to half-mast.

### Premier's Discretion

From time to time, situations may arise that are not included in those listed below that may indicate the advisability of the half-masting of flags at some or all Government of Alberta locations.

Recent situations have included, but are not limited to, occasions of catastrophic death (particularly for those serving the public), the deaths of current public figures not otherwise noted below, the deaths of former foreign heads of state or heads of government, and other exceptional circumstances.

Further occasions have been the result of the Prime Minister exercising their discretion, and the determination that Alberta, in a particular situation, may wish to have the Premier exercise their discretion in light of that.

The Alberta Protocol Office will provide advice to the Office of the Premier of Alberta, and in consultation with that office, issue the appropriate half-masting advisory.

## Victoria Day and Canada Day

In accordance with the rules established by the Government of Canada, if the flag is half-masted anywhere in Alberta, in accordance with the rules, it must be flown at full-mast on Victoria Day and Canada Day, which are holidays created under the *Holidays Act* (R.S.C. c. H-5).

This does not apply if the flag is half-masted for the death of the Sovereign, but the flag is flown at full-mast on the day on which the accession of the new monarch is proclaimed. It would also not apply if the flag were half-masted for the death of the current Governor General or the current Prime Minister.

# Mandatory Half-Masting

## Sovereign, Member of the Royal Family, Governor Generals and Prime Ministers

Upon the death of the Sovereign or member of the Royal Family related in the first degree to the sovereign (spouse, son or daughter, father, mother, brother, or sister), the current Governor General, the current Prime Minister, a former Governor General or a former Prime Minister, the flag is flown at half-mast at all Government of Alberta locations from the time of notification of death until sunset on the day of the funeral or the memorial service.

*\*The Department of Canadian Heritage is responsible for sending out notification.*

## Current and Former Lieutenant Governors and Premiers

Upon death, the flag is flown at half-mast at all Government of Alberta locations, from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

**Note:** *in the case of the death of the Lieutenant Governor, the Lieutenant Governor's standard is removed and is not displayed until the new Lieutenant Governor is installed.*

*\*Alberta Protocol is responsible for advising the Department of Canadian Heritage immediately of the death.*

## Current Alberta Cabinet Ministers and Current Members of the Legislative Assembly of Alberta

Upon death, the flag is flown at half-mast at the Legislature Building and all Government of Alberta locations in their constituency as well as at McDougall Centre in Calgary if the Cabinet Minister or Member was a resident of southern Alberta. Half-masting would take place from the time of notification of death, and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*Alberta Protocol is responsible for advising the Department of Canadian Heritage immediately of the death.*

## Current Federal Cabinet Ministers and Privy Councillors Representing Alberta

Upon death, the flag is flown at half-mast at the Legislature Building and all Government of Alberta locations in their constituency as well as at McDougall Centre in Calgary if the Cabinet Minister or Privy Councillor was a resident of southern Alberta. Half-masting would take place from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*The Department of Canadian Heritage is responsible for sending out notification.*

## Current Senators Representing Alberta

Upon death, the flag is flown at half-mast at the Legislature Building as well as at McDougall Centre in Calgary if the Senator was a resident of southern Alberta. Half-masting would take place from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*The Department of Canadian Heritage is responsible for sending out notification.*

## Current Members of the House of Commons Representing Alberta

Upon death, the flag is flown at half-mast at all public buildings in their constituency. Half-masting would take place from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*The Department of Canadian Heritage is responsible for sending out notification.*

## Members of the Alberta Judiciary

- 1. Current Chief Justice of the Court of Appeal, the Court of King's Bench, or the Alberta Court of Justice:** Upon death, the flag is flown at half-mast at the Legislature Building as well as at McDougall Centre in Calgary if the Chief Justice was a resident of southern Alberta. Half-masting would take place from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*Alberta Protocol is responsible for advising the Department of Canadian Heritage immediately of the death.*

- 2. Sitting Associate Chief Justice of the Court of King's Bench, or the current Deputy Chief Justice of the Alberta Court of Justice:** Upon death, the flag is flown at half-mast at all court houses in Alberta. Half-masting would take place from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*Alberta Protocol is responsible for advising the Department of Canadian Heritage immediately of the death.*

- 3. Sitting Justice of the Court of Appeal, the Court of King's Bench, or the Alberta Court of Justice:** Upon death, the flag is flown at half-mast on the building in which they presided. Half-masting would take place from the time of notification of death until sunset on the day of the funeral. If there is to be a memorial service at a significant interval after notification, the half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

*\*Alberta Justice is responsible for informing Alberta Protocol. Alberta Protocol is responsible for informing Canadian Heritage immediately of the death.*

- 4. A former Chief Justice of the Court of Appeal, the Court of King's Bench, or the Alberta Court of Justice:** Upon death, flags would fly at half-mast at all courthouses in Alberta, from sunrise to sunset on the day of the funeral or memorial service.

*\*Alberta Justice is responsible for informing Alberta Protocol.*

- 5. A former Justice of the Court of Appeal, the Court of King's Bench, or the Alberta Court of Justice:** Upon death, the flag at the courthouse at which they presided at the time of retirement would be half-masted from sunrise to sunset on the day of the funeral or memorial service.

*\*Alberta Justice is responsible for informing Alberta Protocol.*

## Current Premier of another Province or Territory

Upon death, the flag is flown at half-mast at the Legislature Building from the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and returned to half-mast from sunrise to sunset on the day of the memorial service.

*\*The Department of Canadian Heritage is responsible for sending out notification.*

## Former Alberta Cabinet Minister or Former Member of the Legislative Assembly of Alberta

Upon death, the flag is flown at half-mast at the Legislature Building and McDougall Centre in Calgary if the former Cabinet Minister or Member was a resident of southern Alberta. Half-masting should take place from sunrise to sunset on the day of the funeral or memorial service.

## Foreign Head of State

Upon death, the flag is flown at half-mast at the Legislature Building and McDougall Centre in Calgary if there is Consular representation in Alberta. If there is not Consular representation in Alberta, the flags are lowered to half-mast at the Legislature Building only. The actions of the Federal Government would inform action to be taken by the Government of Alberta.

*\*The Department of Canadian Heritage is responsible for sending out notification.*

## Current Mayor or Reeve

Upon receiving word of the death, Alberta Protocol will contact Alberta Infrastructure to advise them of the death and ask that the flags be lowered to half-mast on Government of Alberta locations in their jurisdiction. Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

## Canadian Soldiers and Police Killed in the Line of Duty if from Alberta or Serving in Alberta, or the Victims of Unusual Circumstances

In the case of the death of a Canadian soldier, member of the Royal Canadian Mounted Police, an Alberta Police Service or an Alberta Peace Officer, who either was born in Alberta or whose current Canadian posting is in Alberta, or whose death is the result of unusual circumstances, Protocol will advise Alberta Infrastructure of the death and ask that the flags be lowered to half-mast at the Legislature Building on the day of the funeral or memorial service. If the fallen officer was a resident of southern Alberta, the flags are also lowered at McDougall Centre. In certain circumstances, flags at Alberta correctional facilities and the Correctional Officers College may also be half-masted.

## Current Government of Alberta Employees

When an employee of a provincial department, agency or Crown corporation dies in the line of duty or by reason of the position he or she occupies within the provincial department, agency or Crown corporation, the Deputy Minister for that organization may decide to half-mast the flag. Half-masting in such circumstances can only be carried out on those buildings and establishments affiliated to the organization. The Deputy Minister may decide on the geographical extent of the half-masting and its duration in consultation with the Alberta Protocol Office. The Alberta Protocol Office will arrange for the flags to be lowered to half-mast.

## Special Days

**National Day of Remembrance of the Battle of Vimy Ridge (April 9):** The flags at the Legislature Building and at McDougall Centre are lowered to half-mast from sunrise to sunset.

**National Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day) (April 28):** The flags at all Government of Alberta locations are lowered to half-mast from sunrise to sunset.

**National Day of Remembrance for Victims of Terrorism (June 23):** The flags at the Legislature Building and at McDougall Centre are lowered to half-mast from sunrise to sunset.

**Firefighters' National Memorial Day (Second Sunday in September):** The flags at the Legislature Building and at McDougall Centre are lowered to half-mast from sunrise to sunset.

**Police and Peace Officers' National Memorial Day (Last Sunday in September):** The flags at the Legislature Building, McDougall Centre, Training Academy, and all provincial courthouses and correctional institutions across the Province of Alberta are lowered to half-mast from sunrise to sunset.

**National Day for Truth and Reconciliation (September 30):** The flags at all Government of Alberta locations are lowered to half-mast from sunrise to sunset.

**Remembrance Day (November 11):** The flags at all Government of Alberta locations are lowered to half-mast from 11:00 a.m. to sunset.

**National Day of Remembrance and Action on Violence Against Women (December 6):** The flags at the Legislature Building and at McDougall Centre are lowered to half-mast from sunrise to sunset.



# Appendix 2: Table

## Legend

- A. From notification of death through to sunset on the day of the funeral or memorial regardless of length of interval.
- B. From the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and lowered to half-mast from sunrise to sunset on the day of the memorial service.
- C. From sunrise to sunset on the day of the funeral or memorial service.
- D. From the time of notification of death to sunset the following day, and from sunrise to sunset on the day of the funeral or memorial service.
- E. From sunrise to sunset on this day.

**Note:** At or near cenotaphs/memorials from 11:00 a.m. to sunset or if practicality requires, sunrise to sunset.

Occurrence and whom	Duration	Locations				
		All GOA Locations.	Legislature	McDougall (when the individual is from Southern Alberta)	Riding Specific	Building Specific
Sovereign	A.	√				
Member of the Royal Family, related in the first degree to the Sovereign	A.	√				
Governor General	A.	√				
Former Governor General	A.	√				
Prime Minister	A.	√				
Former Prime Minister	A.	√				
Lieutenant Governor of Alberta	B.	√				
Former Lieutenant Governor of Alberta	B.	√				
Premier of Alberta	B.	√				
Former premier of Alberta	B.	√				
Alberta Cabinet Minister	B.		√	√	√	
Member of the Legislative Assembly of Alberta	B.		√	√	√	
Federal Cabinet Minister from Alberta	B.		√	√		
Privy Councillor from Alberta	B.		√	√	√ (if applicable)	
Senator representing Alberta	B.		√	√		
Member of the House of Commons representing Alberta	B.				√ (Federal riding)	
Chief Justice of the Alberta Court of Appeal	B.		√	√		√ (all courthouses)

Occurrence and whom	Duration	Locations				
		All GOA Locations.	Legislature	McDougall (when the individual is from Southern Alberta)	Riding Specific	Building Specific
Chief Justice Court of King's Bench	B.		√	√		√ (all courthouses)
Chief Justice, Alberta Court of Justice	B.		√	√		√ (all courthouses)
Former Chief Justice Alberta Court of Appeal	C.					√ (all courthouses)
Former Chief Justice Court of King's Bench	C.					√ (all courthouses)
Former Chief Justice Alberta Court of Justice	C.					√ (all courthouses)
Associate Chief Justice Alberta Court of Appeal	B.					√ (all courthouses)
Associate Chief Justice Court of King's Bench	B.					√ (all courthouses)
Deputy Chief Justice, Alberta Court of Justice	B.					√ (all courthouses)
Justice of Court of Appeal	B.					√ (Bldg. where presided)
Justice of Court of King's Bench	B.					√ (Bldg. where presided)
Justice of the Alberta Court of Justice	B.					√ (Bldg. where presided)
Retired member of the Alberta Judiciary	C.					√ (Bldg. where presided)
Premier of another Province or Territory of Canada	B.		√			
Former Alberta Cabinet Minister	C.		√	√		
Former Member Legislative Assembly of Alberta	C.		√	√		
Foreign Head of State	C.		√	√		
Current Mayor or Reeve	D.					√
Canadian soldiers and police killed in the line of duty	C.		√	√		
Current provincial gov't. employees killed in the line of duty	Variable, DM working with Protocol					√
<b>Special Days</b>						
April 9, National Day of Remembrance Battle of Vimy Ridge	E.		√	√		
April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)	E.	√				
June 23, National Day of Remembrance for Victims of Terrorism	E.		√	√		
Second Sunday in September Firefighters' National Memorial Day	E.		√	√		
Last Sunday in September Police and Peace Officers' National Memorial Day	E.		√	√		
September 30, National Day for Truth and Reconciliation	E.	√				
November 11 Remembrance Day	F.	√				
December 6 National Day Remembrance & Action on Violence Against Women	E.		√	√		

# Appendix 3: Courtesy Pole Rules & Process

A single “courtesy pole” is located at the Violet King Henry Plaza on the north grounds at the Alberta Legislature. A single pole is also maintained at the McDougall Centre in Calgary. The pole may be used for the following purposes at the discretion of the Alberta Protocol Office:

1. The display of the flag of a sovereign country other than Canada, or the flag of a province or state or some other jurisdiction within a sovereign foreign country, to honour a state or official visit by the head of state, head of government, ambassador, high commissioner, consul general, or someone officially recognised as a representative of a sovereign foreign country or a sub-national jurisdiction within that country on the day of that representative’s state or official visit to Alberta.
2. The display of the official flag of a Canadian province or territory when the head of government or when an official representative of a certain rank of that province or territory is on official business at the Alberta Legislature.
3. The display of a flag or a banner of an officially recognised international, national, or provincial organisation, drawing attention to worthy causes (events and/or campaigns) of non-governmental organisations as approved by the Chief of Protocol.
4. Flags or banners displayed on the courtesy pole shall be non-commercial, non-religious and non-political in nature.
5. On occasion, the Office of the Premier will indicate to the Alberta Protocol Office the advisability of a certain flag being displayed on the Government of Alberta courtesy pole; the Alberta Protocol Office will issue the appropriate flag advisory if and as required.
6. The display of any flag or banner shall be determined by the Chief of Protocol.
7. The duration of any display on the courtesy pole at the Alberta Legislature Grounds, Violet King Henry Plaza and at McDougall Centre shall be for one day from sunrise to sunset (the raising of the flag or banner may be at a prescribed time if the flag or banner is raised in concert with an event). Changes in duration are at the discretion of the Chief of Protocol.
8. The display of flags and banners on a courtesy pole shall follow the rules and etiquette of long-established flag practice in Canada.
9. Unexpected and unique requests for display may be referred to Premier for decision under the Premier’s discretion policy.

## Process for Use of the Courtesy Flag Pole

1. Requests to raise a flag/banner on the courtesy pole must be sponsored by a Minister’s Office or the Office of the Premier. Requests from the general public directly to the Protocol Office or Alberta Infrastructure will not be honoured.
  - o Please contact Chief of Protocol Shannon Haggarty at 780-422-2236 or Shannon.Haggarty@gov.ab.ca in advance of a formal request being made. The Protocol

Office will assist in providing guidance on the propriety of the flag/banner and advise if the request falls on the same day(s) as a mandatory half-masting of flags (e.g., Remembrance Day). Requests to fly a flag/banner on the courtesy pole on the same day as a half-masting will not be honoured.

- \*A list of mandatory half-masting days is available on [alberta.ca](https://www.alberta.ca).
2. It is the responsibility of the sponsoring Minister's office to notify the Premier's Office of the request to fly the flag/banner. A communications plan must accompany the request and must receive approval from the Premier's Office.
  3. Upon approval, please contact Karrick Martin, Facilities Manager, Legislature Grounds at 587-597-3390 or [Karrick.Martin@gov.ab.ca](mailto:Karrick.Martin@gov.ab.ca) and Jill Baroldi, Events Coordinator at 587-984-3548 or [Jill.Baroldi@gov.ab.ca](mailto:Jill.Baroldi@gov.ab.ca) (copied to [Shannon.Haggarty@gov.ab.ca](mailto:Shannon.Haggarty@gov.ab.ca)) regarding your request. For flag/banner raising in Calgary, please contact Frank Romano, Facilities Coordinator, McDougall Centre at 403-297-7273 or [Frank.Romano@gov.ab.ca](mailto:Frank.Romano@gov.ab.ca) (copied to [Shannon.Haggarty@gov.ab.ca](mailto:Shannon.Haggarty@gov.ab.ca)).
  4. If the respective facilities manager does not already have the flag/banner, the sponsoring office must provide it to the facilities manager/coordinator in Edmonton and Calgary (if being raised in Calgary).

**Note:** *Flags/banners for use on the courtesy pole must measure 3 feet by 6 feet.*