

INTRODUCTION

The flags flown at Strathcona County facilities are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honoured.

Policy GOV-002-036 Flag and Lighting Protocol ensures the use of Strathcona County's Community Flag Pole and the manner in which Festival Place is lit is exercised in a consistent and appropriate manner. The Community Flag Pole is a designated flag pole that may be used to fly the County's flag, the flag or banner of community groups, or to honour special circumstances that do not fall within Canada Heritage's guidelines for lowering flags.

Community organizations are invited to apply to have a particular flag or banner flown on the Community Flag Pole and / or to light up Festival Place for up to 7 full days by filling out the attached application form. Any approved requests may be modified if a significant international death or event that has international, regional or local effect or import occurs.

ELIGIBILITY

To fly a flag/banner on the Community Flag Pole or to request special lighting at Festival Place, applications must meet the following criteria:

- a) The flag pole may be used to display the flag or banner of community groups during a Community Group Event, or during an event that has a connection to Strathcona County;
- b) The exterior, coloured lights at Festival Place may be used to display colours related to a Community Group, a Community Group's event, or an event that has a connection to Strathcona County.

Strathcona County will not display a flag/banner or display particular colours or colour patterns if:

- a) it supports a political party or a cause associated with a political party;
- b) the flag/banner/colour display could be unduly provocative, divisive, or disruptive in the County; or
- c) the flag/banner/colour display promotes a commercial, for-profit enterprise, event, activity, or business.

HOW TO APPLY for flying a flag on the Community Flag Pole or lighting up Festival Place:

- Read the policy and determine eligibility.
- Fill out the application.
- Attach a picture of the flag or banner.
- Return the completed application with supporting documentation to the Office of the Chief Commissioner.

Mail in / drop off address:

**Community Centre – 3rd Floor Reception
Strathcona County
2001 Sherwood Drive
Sherwood Park AB T8A 3W7**

Email address:

officeofthechiefcommissioner@strathcona.ca

- Requests are processed in the order they are received and are considered on a case-by-case basis.
- The Office of the Chief Commissioner will notify you of your success.
- If we require additional details, your group may be requested to provide us with more information about your application.

Flag and Lighting - Application

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CONTACT US

If you have any questions or need assistance, please call Executive Administration at 780-464-8220 or 780-464-8018.

GOV-002-036 Flag and Lighting Protocol:

<https://www.strathcona.ca/files/files/lis-mph-gov-002-036-flagandlightingprotocolpolicy.pdf>

Collection and use of personal information

Personal information is being collected under the section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County's Flag and Lighting programs. If you have any questions about the collection and use of your personal information, contact the Executive Coordinator in the Office of the Chief Commissioner, Strathcona County at 780-464-8220.

Flag and Lighting - Application

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Organization _____

Organization Address _____
Street and Number City/Town Province Postal Code

Contact Name _____

Contact Phone Number _____ Email Address _____

Request type Flag Banner Lighting

Dates Requested _____ Alternate Dates _____

Name of event/issue and brief description of request:

What is the nature of your group?

- Ad hoc group of citizens
- Group of citizens who meet regularly
- Registered society
- Non-profit group
- Registered charity

I certify that the information provided on this application form is correct, to the best of my knowledge.

Print name Signature

Title Date

Before you submit, please confirm that you have completed these steps:

- Ensure that your project/event conforms to Policy GOV-002-036
- Application Form filled out in its entirety; signed and dated
- Photo of flag or banner is attached (no photo required for lighting requests)