

## 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 the Community Centre 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 the Community Centre 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 the Community Centre, 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 the Community Centre 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 or banner could be unduly provocative, divisive, or disruptive in the County;
- c) the actions or beliefs of the group or cause the flag represents is contrary to Strathcona County's values, policies, or bylaws; or
- d) the flag or banner 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 the Community Centre:

- 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 – 3<sup>rd</sup> Floor Reception  
Strathcona County  
2001 Sherwood Drive  
Sherwood Park AB T8A 3W7**

Email address:

**[officeofthechiefcommissioner@strathcona.ca](mailto: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, you may be contacted to provide 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 the Office of the Chief Commissioner at 780-464-8100 or 780-464-8018.

## **GOV-002-036 Flag and Lighting Protocol:**

[GOV-002-036 Flag and Lighting Protocol](#)

## **Collection and use of personal information**

Personal information is collected in accordance with 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 or use of this information, please contact the Office of the Chief Commissioner at 780-464-8100.

## 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)