

## Flag Policy

Effective Date:	October 3, 2006
Revised Date:	April 3, 2012
Revised Date:	May 26, 2015
Revised Date:	May 7, 2019

### 1. Purpose

This policy has been developed to ensure that all flags flown at City Hall and on other properties and/or at facilities owned and operated by the City of Pitt Meadows are flown and displayed in a consistent and appropriate manner.

### 2. Scope

This policy applies to all flags flown by the City of Pitt Meadows. A list of City flagpole locations is included in Appendix I.

### 3. Exclusions

Property owned by the City of Pitt Meadows, but operated by a third party, is excluded from this policy.

This policy does not apply to the City of Pitt Meadows' Street Banner program.

### 4. Procedures & Guidelines

#### 4.1 Displaying of Flags - General Terms and Conditions

- a) The City of Pitt Meadows flies the Canadian flag, the Province of British Columbia flag, and the City of Pitt Meadows flag on designated poles at various buildings or properties throughout the City of Pitt Meadows as listed in Appendix 1.

- b) Flags, in general, will be displayed in accordance with the Government of Canada Flag Protocol, as amended from time to time.
- c) The City does not have a courtesy pole designated for flying guest flags and therefore does not currently consider such requests.

#### 4.2 Customary Flag Configuration

- a) According to Canadian and Provincial protocol, the order of precedence for flags is:
  - The national flag of Canada
  - The flags of other sovereign nations in alphabetical order (if applicable)
  - The flags of the provinces of Canada (in the order in which they joined Confederation)
  - The flags of the territories of Canada (in the order in which they joined Confederation)
  - The flags of municipalities (Pitt Meadows first, then alphabetical)
- b) When three flags are flown together, the position of honour is the centre flag pole. When any other number of flags are flown together (i.e. two flags or more than three flags) the position of honour is furthest to the left (to an observer facing the display).
- c) In a three flag configuration, the Canadian flag will be flown on the center flagpole, with the Province of BC flag flown to the left of the Canadian flag, and the City of Pitt Meadows flag flown to the right (to an observer facing the display).
- d) The Canadian, Provincial, and City flags may be flown at night.
- e) Flags may be temporarily changed to accommodate a facility rental for filming opportunity at Pitt Meadows City Hall or at operated municipal properties, at the discretion of the Chief Administration Officer (CAO) or designate.

#### 4.3 Half-Masting of Flags

- a) Half-masting of flags is a symbol of honour and expresses a collective sense of sorrow and loss while sending a strong visual message of mourning.
- b) Half-masting may occur simultaneously at all City facilities or at key sites only, such as City Hall Spirit Square, at the discretion of the CAO or designate. When one flag is flown at half-mast, all flags flown together should be at half-mast.
- c) Flags will be flown at half-mast at one or more City facilities to mark periods of official mourning upon the following occasions:
  - On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;
  - On the death of the Lieutenant Governor or the Premier;
  - On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Pitt Meadows riding;
  - On the death of the Mayor, former Mayor, a current City of Pitt Meadows Councillor or a former City Councillor who has served at least two (2) terms;
  - On the death of a Pitt Meadows City employee when their death has occurred as a direct result of performing their duties;
  - On Remembrance Day (November 11) from 11 a.m. until sunset;
  - On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset;
  - On the National Day of Remembrance and Action on Violence Against Women (December 6) from sunrise to sunset; and
  - On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.
- d) In the event of a death not specified in this policy, the City of Pitt Meadows will follow the direction of the Federal Department of Canadian Heritage.

- e) In exceptional circumstances, and on the advice of the CAO, the Mayor may approve the half-masting of flags not provided for in this policy.
- f) In the case of a death, flags will be flown at half-mast during the official period of mourning, which is defined as the day of death until sunset on the day of the funeral.
- g) If the flags are half-masted due to a death, they must nonetheless be flown at full-mast on Canada Day and Victoria Day, after which the flags can resume half-masting until the end of the official period of mourning.
- h) The Corporate Officer is responsible for coordinating the lowering of flags at City facilities.
- i) When half-masting has been deemed appropriate, the Corporate Officer or designate will notify the following persons by email:
  - Mayor and Council;
  - The manager responsible for Parks & Operations and the clerk responsible for tracking work orders for the Parks & Operations teams, to arrange for the half-masting of flags as identified;
  - The manager responsible for the Communications division to arrange for notification of the half-masting on the website;
  - The Fire Chief to arrange for half-masting of the flags at the Fire Hall (when relevant);
  - The Corporate Leadership Team (for information); and
  - The Pitt Meadows Community Police Office (for information).

#### 4.4 Katzie First Nation

- a) The Katzie First Nation flag will fly in Spirit Square at City Hall and will be raised annually on Canada Day as part of the City's celebrations.
- b) The Katzie First Nation flag will be displayed next to the City of Pitt Meadows Flag in Council Chamber, acknowledging that meetings are held on the traditional territory of Katzie First Nation and that Katzie First Nation is an integral part of the City of Pitt Meadows.

#### 4.5 Special Events

- a) Events involving flag raising ceremonies may be held at City Hall upon request and at the CAO's discretion. The manager responsible for Corporate Communications and the manager responsible for Cultural Services should be informed of such special events.

#### 4.6 Purchase of Municipal Flags

- a) Individuals may purchase Pitt Meadows flags at City Hall during regular business hours. Flags may also be purchased at special events throughout the year, at the CAO's discretion.
- b) The City of Pitt Meadows does not sell federal or provincial flags.
- c) The City of Pitt Meadows does not regulate the display of flags on private property.

#### 4.7 Financial Implications

- a) An annual budget is established to cover the costs of maintaining and replacing flags at City facilities.

#### 4.8 Removal of Flags

- a) Flags on City property will be maintained in good condition and replaced when showing signs of wear, tear or discolouration.
- b) Flags removed from service will be disposed of in a dignified manner and immediately replaced.

#### 4.9 Responsibilities and Maintenance of Flags

- a) The Corporate Officer is responsible for updating this policy and will serve as a resource for administering this policy.
- b) The Chief Administrative Officer has the responsibility and authority for making decisions regarding the flying of flags, half-masting and any other discretionary matters.
- c) Maintenance of the flags flown at City facilities and operational support with the half-masting of flags are the responsibility of the Engineering and Operations department.

## Appendix 1

### City Facilities Flag Locations

Location	Address	Flags Flown
City Hall, Spirit Square	12007 Harris Road	National, Provincial, Municipal
City Hall, Council Chambers	12007 Harris Road	National, Provincial, Municipal, Katzie
Public Works Yard	11333 Harris Road	National
Harris Road Park	12474 Harris Road	National
Heritage Hall	12460 Harris Road	National
PM Museum & Archives	12294 Harris Road	National, Municipal
PM Fire Hall	19240 122 Avenue	National, Provincial, Municipal

### Secondary Locations Flying City Flags (provided by the City)

Location	Civic Address
Pitt Meadows Senior Secondary	19438 – 116B Avenue
Davie Jones Elementary	12030 Blakely Road
Edith McDermott Elementary	12178 Bonson Road
Pitt Meadows Elementary	11941 Harris Road
Highland Park Elementary	18961 Advent Road
Dan Ruimy, MP	22369 Lougheed Hwy, Maple Ridge