City of Pitt Meadows
THE Natural PLACE

COUNCIL POLICY C001
01 - Administration

Flag Policy

Effective Date: October 3, 2006
Last Revised: July 7, 2026

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 flags flown by the City of Pitt Meadows.

3. Exclusions

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

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, the City of Pitt Meadows flag, and the q̓ic̓əy̓ (Katzie) First Nation flag, on designated poles at various buildings or properties throughout the City, 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 flagpole. 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 centre 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) Flags may be temporarily changed to accommodate a facility rental for a 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 of City flags may occur simultaneously at all City facilities or at key sites only, such as šxʷhékʷnəs (Spirit Square), at the discretion of the CAO or designate. When one flag is flown at half-mast, all flags flown together will be flown at half-mast.

c) Flags will be flown at half-mast at one or more City facilities upon the death of:

   i. The Sovereign, the Governor General, or the Prime Minister, from the time of notification of death until sunset on the day of the funeral or the memorial service;

   ii. The Sovereign's spouse, the Heir to the Throne, the Heir of the Heir to the Throne, or another member of the Royal Family related in the first degree to the Sovereign;

   iii. A former governor general, a former prime minister, or a federal cabinet minister;

   iv. The current or former Lieutenant Governor or Premier of BC;

   v. A Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Pitt Meadows riding;

   vi. The Mayor or former Mayor of Pitt Meadows, a current Councillor of Pitt Meadows or a former Councillor who has served at least two (2) terms;

   vii. A member of qʔic'əy̓ (Katzie) First Nation Council or an elder of their nation (upon notice from their Council);

   viii. A Pitt Meadows City employee when their death has occurred as a direct result of performing their duties; and

   ix. A person to whom Council wishes to bestow this honour.

d) Flags will be flown at half-mast at one or more City facilities, from sunrise to sunset, on the following days of significance:

   i. April 28 - Day of Mourning for Persons Killed or Injured in the Workplace ;

   ii. June 23 - National Day of Remembrance for Victims of Terrorism;

   iii. Second Sunday in September - Firefighters' National Memorial Day;

   iv. Last Sunday in September - Police and Peace Officers' National Memorial Day;

   v. September 30 - National Day of Truth and Reconciliation;

   vi. November 8 - 11 – to commemorate Veterans' Week,

Indigenous Veterans Day, and Remembrance Day; and

vii. December 6 - National Day of Remembrance and Action on Violence Against Women.

e) In the case of a death, and unless otherwise noted in this policy or approved by the Mayor, half-masting will 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.

f) In the event of a death not specified in this policy, the City will follow the direction of the federal and/or provincial government.

g) 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.

h) The timing of the half-masting or raising of flags may be adjusted to fall within regular business hours to avoid staff overtime.

i) If the flags are half-masted due to a death, they must nonetheless be flown at full-mast on Canada Day, Victoria Day, and on the day on which the accession of a new monarch is proclaimed, after which the flags can resume half-masting until the prescribed time as noted in this policy.

4.4 qʔiċəyˀ (Katzie) First Nation

a) The qʔiċəyˀ (Katzie) flag will be displayed in Council Chamber next to the Pitt Meadows flag, acknowledging that meetings are held on the traditional, unceded territory of qʔiċəyˀ (Katzie) First Nation, and the City's commitment to taking meaningful steps towards reconciliation.

b) The qiċəy̓ (Katzie) flag may be half-masted in accordance with this policy when approval is granted by the qiċəy̓ (Katzie) Chief.

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.

City of Pitt Meadows
THE Natural PLACE

4.6 Purchase of Municipal Flags

a) Pitt Meadows flags may be purchased at City Hall during regular business hours. Flags may also be purchased at special events throughout the year, at the discretion of the CAO.

b) The City will provide a Pitt Meadows flag, at no cost, to be flown at the schools and offices listed in Appendix 1.

c) The City of Pitt Meadows does not sell federal or provincial flags.

d) 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 Chief Administrative Officer is responsible for approving discretionary matters as identified in this policy.

b) The Corporate Officer is responsible for coordinating the lowering of flags at City facilities in accordance with this policy and establishing the necessary procedures to ensure the communication of such decisions with relevant departments.

c) Department heads responsible for the half-masting of flags at the various City facilities are responsible for their maintenance and replacement as needed.

City of Pitt Meadows
THE Natural PLACE

Appendix 1 – Flag Locations

City Facility Flag Poles

Location	Address	Flags Flown
City Hall, Spirit Square	12007 Harris Road	National, Provincial, Municipal, Katzie
City Hall, Council Chambers	12007 Harris Road	National, Provincial, Municipal, Katzie
Public Works Yard	11333 Harris Road	National
PM Fire Hall	19240 122 Avenue	National
RCMP	12486 Harris Road	National, Provincial, Municipal, Katzie

Other Pitt Meadows Flag Locations

The City will provide a Pitt Meadows flag, at no cost, to the following offices to be flown at their locations:

Location	Civic Address
Office of the MLA [Maple Ridge-Pitt Meadows]	104 - 20130 Lougheed Hwy
Office of the MP [Pitt Meadows-Maple Ridge]	22369 Lougheed Hwy, Maple Ridge
Pitt Meadows Airport	18799 Airport Way
Pitt Meadows Museum & Archives	12294 Harris Road
Hoffmann Garage	12265 Harris Road