

APPENDIX A

SUBJECT: Flag Policies & Procedures

CATEGORY: Administration - General

PURPOSE

This policy sets out the City of Vancouver's policies and procedures for flying flags on all city buildings and structures.

SCOPE

This policy applies to all flags flown by the City of Vancouver. This policy does not apply to the City's Street Banner Program.

POLICY STATEMENTS

1 General Flag Etiquette

- 1.1 The Canadian Flag shall always be displayed in the position of priority.
- When flags are displayed at the same height, the Canadian flag is flown on the left as seen by the observer of the flags.
 - In a line of three flags, the Canadian flag should be in the centre.
 - When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag is flown in the centre.
- 1.2 It is acceptable to fly the Canadian flag at night.

2 Half-masting

- 2.1 Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- 2.2 All Canadian flags that are displayed on flagpoles with halyards will be flown at half-mast on 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 a Vancouver riding;
 - On the death of the Mayor, former Mayor, a current Vancouver City Councillor or a former City Councillor that has served at least 10 years;
 - On the death of a Vancouver 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.

- 2.3 In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral.
- 2.4 The flags to be flown at half-mast will include all flags flown from rooftops of city buildings and all of the flags flown on the City's flag islands.
- 2.5 In the event of a death not specified in this policy, the City of Vancouver will follow the direction of the Federal Department of Canadian Heritage.
- 2.6 When half-masting has been deemed appropriate based on 2.2 or 2.5 above, the City Clerk or designate will notify the following by e-mail:
- The Corporate Management Team
 - An assigned representative for Engineering Services, Electrical Design
 - The Building Services Manager and Supervisor
 - The Superintendent of Manitoba Yards
 - The Director of Civic Theatres
 - The Director of Corporate Communications
 - The Mayor's Communication Assistant
 - The City Clerk's administrative support staff
 - Vancouver Fire Department
 - Vancouver Police Department (for information)
 - Vancouver Public Library (for information)
 - Vancouver Park Board: Director of Planning and Operations, Manager of Major Maintenance, Communications Coordinator, and the Supervisor of Trades, Evans Yard (for information)

3 Guest Flags and Banners

- 3.1 At the discretion of the City Clerk, the city will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request.
- 3.2 Flags of other sovereign nations will be displayed on the East side of the main entrance of City Hall. In these cases, the flags normally flown will be removed so that only the guest flag will be flown in that location (in the centre flagpole).
- 3.3 In the event of an overlap, more than one guest flag may be flown. All guest flags will be displayed on the East side of the main entrance of City Hall. In the case of two flags being displayed, the outside flagpoles will be used rather than the centre flagpole.
- 3.4 The City reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.
- 3.5 Flags or banners of non-profits organizations may be displayed on the East side of the main entrance of City Hall or on the flag islands throughout the City.
- 3.6 Parties wishing to have their flags displayed by the City are required to supply the flag(s). These flags should be 36"x72" and must be in good condition. The Building Services Supervisor may be asked to store such flags for use in annual events.
- 3.7 Events involving flag raising ceremonies may be held at City Hall upon request and at the City's discretion. Corporate Communications should be contacted to make arrangements for such events.

3.8 All guest flag activities will be recorded in the City Flags calendar by the City Clerk or designate. The designate is also responsible for ensuring the records are properly kept and stored based on the City Clerk's records procedures.

3.9 The City Clerk or designate shall notify the Building Services Supervisor of all bookings pertaining to City Hall. Booking for the City flag islands shall be the responsibility of Engineering Services, Transportation.

4 Responsibility and Maintenance of Flags

4.1 The City Clerk has the responsibility and authority for making decisions regarding the flying of guest flags, half-masting and any other discretionary matters.

4.2 Maintenance of the flags flown at City Hall is the responsibility of the Corporate Services Group, Building Services.

4.3 Maintenance of the flags flown on boulevards throughout the City is the responsibility of Engineering Services, Electrical Design.

4.4 Maintenance of the flags in other departments will be delegated within each department as appropriate.