



## THE CORPORATION OF THE CITY OF VERNON

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### Corporate Policy Manual

Section:		
Sub-Section:		
Title:	Flag Policy	

#### RELATED POLICIES

Number	Title

#### APPROVALS

POLICY APPROVED BY:	AMENDMENT APPROVAL:	SECTION AMENDED
<i>Original policy only goes in this spot-nothing else</i>  Approved by:  Mayor: (name)  Date: (date of signed policy)	<i>Amendments only go in this column with oldest date on the top-start with</i>	<i>What was amended in this column</i>
	Amendment Approved by:  Mayor: (name)  Date: (date of amendment)	

## PURPOSE

The purpose of this policy is to establish protocol for the flying of flags at City Hall or other City-owned facilities or properties and to ensure the practice of flying flags is exercised in a consistent manner. This policy includes the flying and half-masting of flags, flag etiquette and care, and community requests for displaying of flags.

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## DEFINITIONS

**“Community Flags”** means a piece of cloth that represent a **Community Group** or a **Community Group’s** goals, objectives or initiatives.

**“Community Groups”** mean registered not-for-profit organizations that have a local or regional affiliation to the City and that provide services for the public or promote the social, environmental and/or economic well-being of a community.

**“Order of Precedence”** means the manner in which flags are displayed and as established by the Department of Canadian Heritage.

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## POLICY

### General Flag Etiquette

The City of Vernon follows the flag etiquette established by the Department of Canadian Heritage. Only flags in good condition will be displayed in the Order of Precedence. Flags that are tattered, faded, stained or otherwise damaged are to be replaced in a timely manner.

### Flag Half-Masting

Flags that are not permanently affixed will be flown at half-mast as a sign of respect or mourning for an individual or to recognize an occasion, per the official half-masting protocol outlined by the Department of Canadian Heritage and/or the Office of Protocol for the Government of B.C.

All flags that are capable will be flown at half-mast from the time of death notification until sunset on the day of the memorial service (or otherwise arranged) in the case of the death of the following people:

#### *Federal*

- Immediate member of the Royal Family
- Current Governor General
- Current Prime Minister
- Current Lieutenant Governor
- Current Member of Parliament serving Vernon residents

*Provincial*

- Current Premier
- Current Member of the Legislative Assembly serving Vernon residents

*Municipal*

- Current Member of Council
- Current employee or Vernon RCMP Detachment member (in a work-related incident)

The decision to lower flags on municipal property on occasions not provided for in this policy will be made by the Mayor in consultation with the Chief Administrative Officer. When half-masting is deemed appropriate, the Chief Administrative Officer will notify Mayor and Council, all staff and the general public via a news release.

Community Requests

Requests from Community Groups to fly a flag must be in writing and received by the Corporate Officer at least thirty (30) days prior to the requested date for inclusion on a Council Meeting agenda for consideration by Council. Community Flags must:

- Demonstrate an interest to the community at large by meeting one or more of the following criteria:
  - Local events or initiatives;
  - Civic promotions;
  - Charitable and community-service initiatives;
  - Health and public service initiatives;
  - Public awareness campaigns;
  - Arts and cultural celebrations;
  - Multicultural awareness; or
  - Global events
- Not be commercially oriented;
- Be in excellent condition and not exceed three (3) feet by six (6) feet; and
- Delivered to the City Office at least one (1) week in advance of the flag being flown and picked up within one (1) week of being removed (if approved).

Unless otherwise authorized by Council, Community Flags will be flown no longer than seven (7) calendar days.

The City reserves the right to reject any requests and/or Community Flags that do not comply with City policies or bylaws, are contentious or divisive, espouse racism, discrimination, violence or hatred, or promote political, ethical, or religious organizations or viewpoints.

Permitting a Community Flag does not constitute an endorsement from the City of Vernon or its employees; any event, service, or ceremony associated to the flying of a Community Flag must not imply in any way an endorsement by the City that has not been provided in writing.

Community Flags will be flown in the lowest position within the Order of Precedence.

#### Proclamations

For certainty, approval to fly a Community Flag does not constitute a proclamation or declaration by Council. Pursuant to s.157 of the *Community Charter*, a proclamation or declaration is a day of recognition observed by a municipality; the City of Vernon will not issue proclamations or declarations.

#### City of Vernon Council Crest Flag and Municipal Flag

The City of Vernon reserves the right to refuse, deny or restrict the use of the City of Vernon Council crest flag and municipal flag with respect to where or how they will be flown or displayed.