

POLICY DIRECTIVE NO. J-10

SUBJECT: FLAG GUIDELINES

APPROVAL DATE: April 5, 2016 LAST REVIEW DATE: _____

REFERENCE: _____

A. PURPOSE:

The purpose of this Policy Directive is to ensure that all flags at City Hall and other City owned or operated facilities are flown and displayed in a consistent and appropriate manner.

B. PROCEDURE:

1. Displaying of Flags

- (a) Only the National Flag of Canada, the Provincial Flag of British Columbia, and the City of Chilliwack Flag are raised on the flagpoles at the facilities identified in Appendix A, Flagpole Locations. In the event that only one flagpole exists on the property, either the Canadian Flag or the City of Chilliwack Flag may be displayed.
- (b) Flags displayed at City facilities shall be displayed according to the official protocol recommended by the Government of Canada and the Province of British Columbia unless otherwise stated in this policy.
- (c) Flags may be temporarily changed to accommodate filming at the discretion of the City of Chilliwack.
- (d) The City of Chilliwack will not display flags or guest organizational banners on City flagpoles as listed in Appendix A, other than those described above.
- (e) Flags will be maintained in good condition and replaced when showing signs of wear, tear or discolouration.
- (f) Flags removed from service will be disposed of in a dignified manner and immediately replaced.
- (g) At no time will the City of Chilliwack display flags deemed to be inconsistent with the City's policies or bylaws, or those supporting discrimination, prejudice, hatred or violence.
- (h) Subject to (c), the City will not display flags supporting political or religious movements or commercial entities.
- (i) Flags on property owned by the City of Chilliwack but operated by a third party are excluded from this Policy.

2. Half-Masting of Flags

- (a) 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.
- (b) The decision to fly flags at half-mast usually occurs at the lead of the Federal or Provincial governments, although the City does not always fly flags at half-mast when senior levels of government decide to do so.
- (c) The official period of mourning is defined as “the day of passing until sunset on the day of the funeral or celebration of life”.
- (d) Flags will be flown at half-mast at all City facilities to mark periods of official mourning upon the death of:
 - i. The Sovereign;
 - ii. An immediate relative of the Sovereign;
 - iii. The Governor General of Canada;
 - iv. The Prime Minister of Canada;
 - v. The Lieutenant-Governor of BC;
 - vi. The Premier of BC;
 - vii. A local Member of the Legislative Assembly;
 - viii. A local Member of Parliament;
 - ix. The Mayor, or former Mayor, of the City of Chilliwack;
 - x. A Councillor, or former Councillor, of the City of Chilliwack; or,
 - xi. An in the line of duty death of a City of Chilliwack employee.
- (e) Flags will be flown at half-mast on an annual basis to commemorate the following occasions:

Date	Occasion	Duration
April 28	National Day of Mourning for Persons Killed or Injured in the Workplace	Sunrise to Sunset
November 11	Remembrance Day	Sunrise to Sunset

- (f) The Administration Department is responsible for coordinating the lowering of flags at City Facilities.
- (g) Should half-masting need to be commenced on a weekend or statutory holiday, flags are permitted to be lowered on Friday evening prior to the half-masting date and raised again on the Monday morning.

3. Half-Masting of Flags (continued)
 - (a) In the event of a death not specified in this policy, the City of Chilliwack will follow the direction of the Federal Department of Canadian Heritage.
 - (b) Decisions to fly flags at half-mast on municipal property, on occasions not provided for in this policy, will be made in consultation between the Mayor and Chief Administrative Officer.

4. Responsibility and Maintenance of Flags
 - (a) The Administration Department has the responsibility and authority for making decisions regarding half-masting and other discretionary matters.
 - (b) Maintenance of the flags flown at City Hall is the responsibility of the Recreation and Culture Department.
 - (c) Maintenance of the flags at other buildings will be delegated within each department as appropriate.

Chief Administrative Officer

Appendix "A"

FLAGPOLE LOCATIONS

1. Chilliwack City Hall
2. The Landing Sports Centre
3. Evergreen Hall
4. Townsend Park
5. Chilliwack Museum and Archives
6. Veterans Memorial Park Cenotaph
7. All Sappers Memorial Park Cenotaph
8. RCMP Community Policing Office
9. Public Works Yard
10. Fire Halls Nos. 1, 2, 3, 4, 5, and 6
11. Waste Water Treatment Plant