

Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Communications	19
Sub-Section:	Badges, Emblems, Flags	0300
Title:	Flag – Memorial Display	01

Related Policies

Number	Title
	Federal Department of Canadian Heritage – Rules for half-masting the National Flag of Canada

Approvals

Approval Date: Unknown	Approval by: Council
Amended: November 24, 1997	Resolution: 97-322
Amended: April 9, 2002	Approval by: Council
Amended: October 23, 2007	Approval by: Council
Amended: January 8, 2013	Resolution #: <u>RC13/006</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
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Flag – Memorial Display

Policy

The purpose of this policy is to set out a protocol and procedure when half-masting flags on all City buildings and structures for memorial displays to ensure the City's practice of lowering flags to half-mast is exercised in a consistent and appropriate manner.

Definitions

1. "Death" may be taken to include the day of death and up to and including the day of the funeral.
2. "Half-mast" – the position of the flag when flying at half-mast will depend on its size, the length of the mast, and its location. As a general rule, the centre of the flag should be halfway down the mast, but high enough that it can't be tampered with by passers-by. When hoisted to or lowered from the half-mast position, a flag should be first raised to the masthead.
3. "City flags" means flags at the following locations:
 - Arts Centre;
 - Civic Centre;
 - Fire Halls;
 - Glenayre Community Centre;
 - Police Building;
 - Recreation Centre;
 - Rocky Point Park; and
 - Works Yard.
4. "Centennial Flag" means the flag commemorating Port Moody's 100th anniversary flown at the Civic Centre and Rocky Point Park.

Procedures

1. General Flag Etiquette

- a) The Flag of Canada shall always be flown on its own mast. It is improper to fly two or more flags on the same mast.
- b) The Canadian flag shall always be displayed in the position of priority.
 - i) In a line of three flags, the Canadian flag should be in the centre, with the provincial flag to the left and the municipal flag to the right as seen by the observer facing the display.
- c) All flags displayed at City Hall and civic buildings must be in good condition and free of rents, tears, or tattered edges.

2. Requests for Half-Masting of City Flags

All requests for half-masting of City Flags and the Centennial Flag will be coordinated through the Corporate Officer or his or her alternates.

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3. Half-Masting

- 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) When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- c) The Mayor or his or her designate shall direct that flags at City Hall or other civic facilities be lowered to half-mast (when flag poles are equipped for half-masting) on the following occasions:
 - i) On the death of a Sovereign or a member of the Royal Family related in the first degree to the sovereign.
 - ii) On the death of the Governor General of Canada, Prime Minister, Lieutenant Governor of British Columbia, Premier of British Columbia, or the Member of Parliament or Member of the Legislative Assembly currently representing the City of Port Moody.
 - iii) On the death of a current Mayor or City Councillor.
 - iv) On the death of a former Mayor or City Councillor that has served at least one full term of office.
 - v) On the death of a person honoured with Freedom of the City.
 - vi) On the death of a current City employee when his or her death has occurred as a direct result of performing his or her duties for the City.
 - vii) On the death of any Canadian Armed Forces personnel from the City of Port Moody serving Canada in war or in peacekeeping duties when the death occurs in the line of duty.
- d) The flags will be half-masted at City Hall and all civic buildings, from sunrise to sunset, on the following days:
 - i) National Day of Mourning for workers killed or injured on the job, April 28;
 - ii) Firefighters' National Memorial Day, second Sunday in September;
 - iii) Police and Peace Officers' National Memorial Day, last Sunday in September;
 - iv) Remembrance Day, November 11;
 - v) National Day of Remembrance and Action on Violence Against Women, December 6; and
 - vi) Any other nationally or provincially designated day of mourning.
- e) When half-masting the flags has been deemed appropriate based on 3.c. or 3.d. above, the Corporate Officer or his or her designate will notify the following:
 - i) Chief Constable;
 - ii) Fire Chief;
 - iii) Superintendent of Shared Services;
 - iv) Manager of Parks; and
 - v) Manager of Facilities.

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- f) Following notification to staff responsible for lowering of flags, the Corporate Officer will notify, via e-mail, Council and all staff of the decision to lower the flags at civic buildings and structures.
- g) A Committee comprised of the Mayor, City Manager, and Corporate Officer, or their designates, may designate flags to be flown at half-mast in other circumstances as they deem appropriate.
- h) Notwithstanding the foregoing provisions, the Police Department and Fire Department will lower their respective flags when deemed appropriate to commemorate fallen police officers and firefighters in other jurisdictions.

4. Responsibility

Corporate Officer

Following consultation with the Mayor, to notify, or advise a delegate to notify, Council and staff, as set out in section 3. e) and f) of the decision to lower the flags at civic buildings and structures.

Chief Constable

To direct staff to lower the flag at the Police Building as prescribed in section 3. c) and d) of this policy and as directed by the Corporate Officer or his or her delegate.

Fire Chief

To direct staff to lower the flags at the Fire Halls as prescribed in Section 3. c) and d) of this policy and as directed by the Corporate Officer or his or her delegate.

Superintendent of Shared Services

To direct staff to lower the flags at the Works Yard as prescribed in Section 3. c) and d) of this policy and as directed by the Corporate Officer or his or her delegate.

Manager of Parks

To direct staff to lower the flags at Rocky Point Park as prescribed in Section 3. c) and d) of this policy and as directed by the Corporate Officer or his or her delegate.

Manager of Facilities

- a) To direct staff to lower the flags at the Arts Centre, Civic Centre, Glenayre Community Centre, and Recreation Centre as prescribed in Section 3. c) and d) of this policy and as directed by the Corporate Officer or his or her delegate;
- b) To monitor the condition of the flags displayed at City Hall and civic buildings to ensure they are in good condition and free of rents, tears, or tattered edges;
- c) To maintain a supply of replacement flags; and
- d) To replace any existing flags that are not in good condition.

Monitoring/Authority

The Corporate Officer will inform Council in cases where this policy is affected.