

**Approval date:** January 11, 2016

**Resolution No.:** 19/2016

**Subject:** **Flag Protocol Policy**

## Goal

The goal of the Flag Protocol Policy is to ensure that all flags at City Hall and City of Penticton-operated municipal properties are flown and displayed in a consistent and appropriate manner.

## Scope

The jurisdiction of flags in the City of Penticton falls under the directive of the Mayor's Office, acting through the Chief Administrative Officer and Communications staff. Facilities Department staff will be responsible for raising and lowering flags at City Hall and the Visitor's Centre. Flags at the South Okanagan Events Centre complex and RCMP Detachment are exempt from this policy.

## Policy

### 1. City Flag:

- a. The City of Penticton Flag may be displayed indoors, in the Council Chambers, the Mayor's Office and functions where such flags are required.
- b. The City Flag should be flown or displayed properly and treated with dignity and respect.
- c. The City Flag shall not be used for commercial purposes by any organization.
- d. The City of Penticton reserves the right to refuse, deny or restrict the use of the City Flag with respect to where or how it will be flown or displayed.

### 2. Displaying of flags:

- a. All flags are to be flown on separate poles.
- b. All flags are to be flown at the same height.
- c. All municipal, provincial or federal flags flown in a group are to be the same size.
- d. Precedence of flying flags and protocol around half-mast will generally follow accepted protocol as outlined by the Department of Canadian Heritage. The City of Penticton flag takes precedence over all community flags.
- e. Where there is only one flag pole, the National Flag of Canada shall be flown.
- f. All flags must be in good condition.
- g. Flags should never touch the ground when being raised, lowered or removed.

### 3. Half-masting flags:

- a. The flying of flags at half-mast represents a period of official mourning or commemoration.
- b. Flags should be flown at half-mast under occasions articulated in Appendix A, at the direction of the Chief Administrative Officer or Communications staff.
- c. Notwithstanding 3(b), the Mayor, Deputy Mayor or Chief Administrative Officer may approve the lowering of flags to half-mast:
  - i. to recognize the passing of a citizen of the City of Penticton or a person of national or international stature who has had a significant impact on the community.
  - ii. in response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage guidelines.
- d. When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.
- e. In the event of multiple flags being flown together, all will be flown at half-mast.
- f. The half-mast position will depend on the height of the flagpole itself; however, the flag should be lowered to the approximated centre position of the flagstaff, to avoid being confused as a flag that has accidentally fallen.
- g. To honour the deceased, the duration of half-masting will be:
  - i. from time of notification of death until sunset on the day of the funeral;
  - ii. from time of notification of death until sunset on the following day and from sunrise to sunset on the day of the funeral; OR
  - iii. only from sunrise to sunset on the day of the funeral.
- h. Whenever possible, half-masting duration may be adjusted slightly so that the lowering or raising the flag transpires during regular business hours, to avoid overtime.
- i. Although exempt from this policy, the RCMP Detachment and South Okanagan Events Centre operators will be notified that half-masting protocol has been initiated for "Municipal scenarios" articulated in Appendix A and invited to voluntarily participate.

### 4. External requests

- a. "Courtesy flags," those of service clubs or other special interest groups, shall not be flown on any City of Penticton municipal flagpole.
- b. Notwithstanding 4(a), the Mayor, Deputy Mayor or Chief Administrative Officer may approve the raising of any of the following flags on municipal flagpoles:
  - i. the United Nations;
  - ii. the flag representing the Office of the Governor-General when an official representative is visiting the City of Penticton;
  - iii. the flag of a state recognized by Canada when an official representative is visiting the City of Penticton; or,
  - iv. Canadian Armed Forces flag.

#### Previous revisions

None

Certified Correct:

  
Dana Schmidt, Corporate Officer

**Appendix A**  
**Appropriate Occasions to Half-Mast Flags**

Occasion	Conditions	Location
<b>Federal</b>		
The Sovereign, or immediate member of the Royal Family	Half-masting will occur	City Hall, VC
Governor-General, or former Governor-General	Half-masting will occur	City Hall, VC
Prime Minister, or former Prime Minister	Half-masting will occur	City Hall, VC
Current Senator residing in Penticton	Half-masting will occur	City Hall, VC
Current Penticton member of Parliament (MP)	Half-masting will occur	City Hall, VC
<b>Provincial</b>		
Current Penticton member of Legislative Assembly (MLA)	Half-masting will occur	City Hall, VC
Annual Day of Mourning (April 28)	Half-masting will occur	City Hall
Remembrance Day (Nov. 11)	Half-masting will occur	City Hall
<b>Municipal</b>		
Mayor, or former Mayor	Half-masting will occur	City Hall, VC
Member of Council, current	Half-masting will occur	City Hall, VC
City of Penticton employee (in work-related incident)	Half-masting will occur	City Hall, VC
RCMP detachment employee (in work-related incident)	Half-masting will occur	City Hall, VC