



THE CORPORATION OF THE CITY OF VERNON

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Corporate Policy Manual

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| Section: | Community Safety, Lands and Administration | |
| Sub-Section: | Legislative Services | |
| Title: | Flag Policy | |

RELATED POLICIES

| Number | Title |
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APPROVALS

| POLICY APPROVED BY: | AMENDMENT APPROVAL: | SECTION AMENDED |
|--|--|--|
| Approved by: “Victor Cumming” Mayor Date: May 23, 2023 | Approved by: “Akbal Mund” Acting Mayor Date: July 17, 2023 | Add the flying of the Municipal Flag that features the City of Vernon logo when the Community Flag Pole is not in use. |

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 ensures flag raising on the Community Flag Pole celebrates the diversity of the City and the City's commitment to diversity and inclusion through fair and inclusive practices.

DEFINITIONS

“Community Flag” means a piece of cloth that represents a **Community Group** or a **Community Group's** goals, objectives or initiatives.

“Community Flag Pole” means the individual flag pole behind the decorative rock south of City Hall in Spirit Square.

“Community Groups” means organizations that have a local or regional affiliation to the City and that provides services for the public or promotes the social, environmental and/or economic well-being of the community.

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

POLICY

General Flag Etiquette

The City of Vernon follows the flag etiquette established by the Department of Canadian Heritage. Only flags in excellent condition will be displayed in the Order of Precedence. Flags that become tattered, faded, stained or otherwise damaged, as a result of being flown on the **Community Flag Pole**, 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. The Canadian flag is flown at the following City-owned locations:

1. Firehall – Stations 1 & 2
2. Cenotaph Park
3. Pleasant Valley Cemetery
4. Polson Park

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 on the **Community Flag Pole** will be approved on a first-come first served basis. The request must be in writing and received by the Corporate Officer at least thirty (30) days prior to the requested date of flying 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
- 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).

When more than one flag raising request occurs for the same day, the application received first will be flown on the **Community Flag Pole**. For multiple requests for the same period, the flags will be flown for an equal amount of time as determined by Council.

The City will not approve requests for flag raisings on the **Community Flag Pole** that do not comply with City policies or bylaws, or are requested by:

- a) Organizations or groups that are political or partisan in nature, including political parties or political organizations;
- b) Organizations that promote hatred, violence, racism or discrimination of any kind;
- c) Religious organizations;
- d) Organizations that have already flown a flag on the **Community Flag Pole** within the same calendar year; or
- e) Commercial entities.

Unless otherwise directed by Council, **Community Flags** will be flown no longer than thirty (30) calendar days.

The City reserves the right to cancel a flag raising in the case of unforeseen circumstances.

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

Installation and removal of flags on the **Community Flag Pole** will be completed by City staff only, Monday to Friday, excluding statutory holidays, between the hours of 7:30 am and 3:00 pm.

The Municipal Flag that features the City of Vernon logo will be flown on the **Community Flag Pole** when it is not in use by a **Community Group**.

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.