



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** August 15, 2013

**From:** Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol Unit

**File:** 01-0093-02/2013-Vol  
01

**Re:** **Flags Policy**

### Staff Recommendation

1. That Council Policy 1305 "Flags" (*Attachment 1*) adopted by Council on June 23, 1986, be rescinded.
2. That the proposed Flags Policy (*Attachment 2*) be adopted.

Amarjeet S. Rattan  
Director, Intergovernmental Relations & Protocol Unit  
(604-247-4686)

Att. 2

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>		
City Clerk	<input checked="" type="checkbox"/>		
Communications	<input checked="" type="checkbox"/>		
Customer Service	<input checked="" type="checkbox"/>		
Fire Rescue	<input checked="" type="checkbox"/>		
Parks Services	<input checked="" type="checkbox"/>		
Recreation Services	<input checked="" type="checkbox"/>		
Richmond Olympic Oval	<input checked="" type="checkbox"/>		
RCMP	<input checked="" type="checkbox"/>		
Works Yard	<input checked="" type="checkbox"/>		
Reviewed by Policy & Procedures Subcommittee	<input checked="" type="checkbox"/>		
REVIEWED BY DIRECTORS	INITIALS: 	REVIEWED BY CAO	INITIALS: 

## **Staff Report**

### **Origin**

The City of Richmond created a Flags Policy in 1986 (*Attachment 1*) to distribute the municipal flag. As the City has grown, there has been increased demand for the appropriate use of flags to align with international protocol and corporately demonstrate honour and respect. A new policy regarding the use of flags has been developed adapting the protocol followed by the Government of Canada and the Province of British Columbia.

### **Analysis**

Standard practices and protocol for municipal, provincial and international flags are used by Canadian and international governments throughout the world. Following the set standards for displaying flags establishes credibility for a city and corporately bestows honour and respect for the following:

1. an individual or group after a death,
2. official representatives from a hosted city, province or country or
3. patriotism for Canada.

In an effort to ensure the appropriate and standardized use of flags, a new Flags Policy (*Attachment 2*) was developed. They integrate and adapt the protocol followed by the Government of Canada and the Province of British Columbia for use on municipal properties.

The proposed Flags Policy outlines general flag etiquette, half-masting of flags as well as guidelines for flying guest flags of sovereign nations and the Olympic flag. A list of definitions is included for clarity.

### **Financial Impact**

There is no financial impact with this report.

### **Conclusion**

A Flags Policy outlining flag etiquette, half-masting of flags and the guidelines for flying guest flags of sovereign nations and the Olympic flag was developed to ensure the City of Richmond is aligned with Federal and Provincial protocol.



Denise Tambellini  
Manager, Intergovernmental Relations & Protocol Unit  
(604-276-4349)

Att: 2



Page 1 of 1

Adopted by Council: June 23, 1986

Policy 1305

File Ref: 01-0175-  
00/Vol 01

**FLAGS (POLICY TO BE RESCINDED)**

**Policy 1305:**

It is Council's Policy that:

A fully refundable security deposit of (\$30.00) be collected when a flag is borrowed, and that the deposit be paid in full when the flag is returned.

That each of the following municipal facilities be issued one flag:

Steveston Recreation Centre  
Minoru Aquatic Centre  
McDonald Beach  
Richmond Library  
West Richmond Recreation Centre  
Brighthouse Park  
Richmond Nature Park  
South Arm Hall  
Thompson Community Centre

East Richmond Recreation Centre  
Gateway Theatre  
Municipal Hall  
Arena  
South Arm Recreation Centre  
London Farm  
R.C.A. Forum  
Minoru Place  
Minoru Sports Pavilion

In the event additional flags or replacements are needed, the cost must be paid for through the budget of the respective facility.

**POLICY TO BE RESCINDED**



Page 1 of 5	Adopted by Council: DATE	Policy Proposed
File Ref:	FLAGS	

## POLICY #

### I. Purpose

To identify the policy to be used for flying flags under Richmond City Council's jurisdiction, namely all flags displayed on municipal property.

### II. Scope

This policy applies to all flags flown by the City of Richmond at Richmond City Hall and all municipal facilities including the Richmond Olympic Oval. This policy does not apply to the City's Street Banner Program. The Administrative Procedure will define the implementation of this policy and definitions are included (**Attachment 1**).

### III. Policy

It is Council policy that:

#### 1. General Flag Etiquette

- 1.1. The Canadian flag shall always be displayed in the position of priority.
- 1.2. Precedence Order for flags displayed will be as follows:
  1. The national flag of Canada
  2. The flags of other sovereign nations in alphabetical order (if applicable)
  3. The flags of the provinces of Canada
  4. The flags of the territories of Canada
  5. The flags of municipalities/cities (Richmond first and then alphabetical)
  6. The flags of Federal or Provincial Government agencies or organizations
- 1.3. Flags are not to fall, to lie on, or touch the ground when being carried or displayed. Flags can be displayed at night when flag poles are in a lit area.
- 1.4. 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.
- 1.5. The City of Richmond may choose to display the Canadian Olympic flag at the Richmond Olympic Oval or Richmond City Hall on occasion. The Canadian Olympic flag may be displayed on Olympic Day (June 23), with the official visit of representatives of the Canadian Olympic Committee and/ or representatives of the International Olympic Committee. Permission must be granted, by the Canadian Olympic Committee, in advance for all other displays of the flag.



Page 2 of 5	Adopted by Council: DATE	Policy Proposed
File Ref:	FLAGS	

1. The Canadian Olympic flag will be flown according to the following order of precedence:
  - a. The national flag of Canada
  - b. The flags of the provinces of Canada
  - c. The flags of the territories of Canada (in alphabetical order)
  - d. The flag of the City of Richmond (Richmond only)
  - e. The Canadian Olympic flag
2. In the event of three flag poles, the following flags will be displayed: the national flag of Canada, the flag of the City of Richmond and the Canadian Olympic flag. The national flag of Canada will be displayed in the centre, the City of Richmond to the left and the Olympic flag to the right, as is seen by the observer.
3. The flag location must be clean and free of other brands and logos other than the Federal, Provincial or City of Richmond government brands. No other brands will be associated with the Canadian Olympic flag.
4. When not displayed on a flagpole, the Canadian Olympic flag will be on display / in storage in the Richmond Olympic Experience museum. A picture of the display location will be forwarded to the Canadian Olympic Committee.

## 2. Half-masting of Flags

- 2.1. Flags will be flown at half-mast position as a sign of respect and mourning.
- 2.2. During half-masting, flags will be raised to full-mast on the following days:
  - Victoria Day
  - Canada Day
  - British Columbia Day and,
  - Upon the visit of a head of state to the City of Richmond.

These procedures do not apply while flags are half-masted for the death of the Sovereign. Flags half-masted, are raised to full-mast, on the day the new Monarch is proclaimed (king or queen crowned).

- 2.3. All flags displayed on Richmond municipal flagpoles, with halyards and pulleys, will be flown at half-mast from sunrise to sunset on the following days:
  - April 28 Day of Mourning for Persons Killed or Injured in the Workplace
  - November 11 Remembrance Day (11am to sunset)



Page 3 of 5	Adopted by Council: DATE	Policy Proposed
File Ref:	FLAGS	

- 2.4.** Richmond Fire-Rescue and the RCMP may bestow honour for identified groups or individuals at the discretion of the senior commanding officer. This includes the Police and Peace Officers National Memorial Day, honoured annually on the last Sunday of September.
- 2.5.** In the death of an honoured individual, flags shall be flown at half-mast as a sign of respect and mourning. The City of Richmond will bestow honours by half-masting flags from the notification of the death to the day of the memorial service (or from the time of notification of death until sunset the follow day and from sunrise to the sunset on the day of the memorial service) for the following occasions:
- a) On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the current Governor General, or the current Prime Minister;
  - b) On the death of the current Lieutenant Governor or Premier of British Columbia;
  - c) On the death of a current Senator from Richmond, Member of the House of Commons or a Member of the Legislative Assembly when that member represented a Richmond riding;
  - d) On the death of the current Mayor or a current Richmond City Councillor;
  - e) On the death of a Richmond City employee when their death has occurred as a direct result of performing their duties;

The City of Richmond will bestow honours by half-masting flags on the day of the memorial service for the following occasions:

- a. On the death of a former Mayor or a former City Councillor.
- 2.6.** Decisions to fly flags at half-mast on municipal property, on occasions not provided for in this policy, will be made by the Mayor after consultation with members of City Council, the Chief Administrative Officer, and the City Clerk or otherwise as the Mayor shall deem appropriate.
- 2.7.** Should a 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.



Page 4 of 5	Adopted by Council: DATE	Policy Proposed
File Ref:	FLAGS	

### 3. Guest Flags of Sovereign Nations

- 3.1. Flags of other sovereign nations will be displayed for official visits only and flown from sunrise to sunset the day of the visit to Richmond.
- 3.2. Flags may be temporarily changed to accommodate a facility rental for filming at Richmond City Hall or another municipal building at the discretion of the City of Richmond. The Canadian flag at the top of Richmond City Hall shall not be interchanged with the flag of another sovereign nation to accommodate filming.
- 3.3. Flags of other sovereign nations will be displayed at the plaza entrance of City Hall. For this occasion, the flags normally flown will be removed so that only the Canadian flag and guest country flag will be flown in that location on the outer two flagpoles.
- 3.4. Flags of other sovereign nations will be a similar size and proportion to the Canadian flag and in good condition for display.
- 3.5. The City reserves the right to decide whether or not to fly the flag of the nation when there is political unrest or conflict in that nation. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.
- 3.6. Events involving flag raising ceremonies may be held at City Hall upon request and at the City's discretion.
- 3.7. The City of Richmond will not display flags or guest organizational banners, other than those described above, without the consent of City Council.



Page 5 of 5	Adopted by Council: DATE	Policy Proposed
File Ref:	FLAGS	

### Attachment 1: Definitions of Key Terms

1. **Canadian Flag:** the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.
2. **Canadian and Provincial Official Protocol:**
  - a. Defined federally by the Government of Canada as outlined by the Department of Canadian Heritage and by the Department of Public Works and Government Services Canada through Ceremonial Procedures.
  - b. Defined provincially by the Province of British Columbia, Office of Protocol.
3. **Sovereign Nation:** A country that is free and independent. In its internal affairs it has undivided jurisdiction over all persons and property within its territory. It claims the right to regulate its economic life without regard for its neighbours and to increase armaments without limit. No other nation may rightfully interfere in its domestic affairs. In its external relations, it claims the right to enforce its own conception of rights and to declare war.
4. **Official Visit:** A visit of official business approved by the City of Richmond of one of the following:
  - a. A member of a Royal family of a country,
  - b. The head of state of a country,
  - c. The elected Provincial government leader
  - d. The elected mayor of a city,
  - e. The designated appointed equivalent of the above where applicable.
5. **Half-masting a flag:** A flag is half-masted on a flag pole, with halyards and pulleys, (lowered to the middle of the flagpole) to show respect or mourning for a death. A flag will be brought to the half-mast position by raising it to the top of the mast briskly and immediately lowering it slowly and ceremoniously to half-mast.
6. **Memorial Service:** A public gathering to demonstrate respect in order to honour the death of an individual or group.
7. **Flag Finials:** These are defined as the attached tops of indoor or carried flagpoles. Neutral finials are defined as acorns or spears that shall be displayed on all flags when including the flag of other sovereign nations.
8. **Organizational Banners:** Cloth representation in "flag" format, of not for profit or special interest organizations which can be displayed on flag poles.
9. **Canadian Olympic Flag:** Official flag of the Canadian Olympic Committee. The rights, permissions and obligations managed by the Canadian Olympic Committee.